

**KENDALL COUNTY BOARD AGENDA
ADJOURNED SEPTEMBER MEETING**

Kendall County Office Building, 111 W Fox St, Rooms 209 & 210, Yorkville IL 60560

Tuesday, November 21, 2023, at 9:00 a.m.

1. Call to Order
2. Pledge of Allegiance
3. Invocation – Reverend Jenny Hubbard, AuSable Grove Presbyterian Church
4. Roll Call
5. Determination of a Quorum
6. Approval of Agenda
7. Special Recognition
8. Public Comment
9. Consent Agenda
 - A. Approval of County Board Minutes from October 17, 2023
 - B. Standing Committee Minutes Approval
 - C. Approval of Claims in an amount not to exceed \$3,535,368.90
 - D. Approval of Petition 23-26, a Request from Jeffery D. Milroy, on Behalf of Milroy Farms, LLC, to Renew a Special Use Permit for a Composting Facility at 1270 E. Beecher Road (PIN: 02-08-100-006) in Bristol Township; Property is Zoned A-1 with a Special Use Permit
 - E. Approval of a Host Agreement Between Kendall County and Milroy Farms, LLC Regarding the Composting Facility at 1270 E. Beecher Road (PIN: 02-08-100-006) in Bristol Township
 - F. Approval of Petition 23-30, a Request from Michael R. and Darla J. Cappellett of a Plat of Vacation of Two Five Foot Drainage and Utility Easements on the Common Boundary Line of Lots 65 and 66 of Whitetail Ridge Subdivision, More Commonly Known as 6145 Whitetail Ridge Drive, Yorkville and Identified by Parcel Identification Number 05-12-226-013 in Kendall Township; Property is Zoned RPD-2
 - G. Approval of the 2023 Noxious Weed Annual Report
 - H. Approval to Transfer One 2008 Ford 150 4X4 Truck from the Planning, Building and Zoning Department to the Facilities Department
 - I. Approve Revised Section 1.4 Worker Classifications Policy
 - J. Approve Revised Section 3.5 Change of Personal Data Policy
 - K. Approve NEW Section 4.13 Personnel Action Notice Procedures
 - L. Approve Revised Section 5.9 Equipment/Supplies Policy
 - M. Approve NEW Section 5.13 Personal Protective Equipment Policy
 - N. Approve Revised Section 7.6 Flextime Policy
 - O. Approve Revised Section 7.7 Insurance Benefits Policy
 - P. Approve NEW Section 8.11 Administrative Leave Policy
 - Q. Approve NEW Section 8.12 Discretionary Unpaid Leave of Absence Policy
 - R. Approve Revised Section 9.1 Computer, Internet, and Network Usage Policy
 - S. Approve Revised Annual Performance Evaluation Form
 - T. Approve Resolution awarding contracts to the lowest responsible bidders on the following projects:
Section 21-00162-00-DR to D Construction, Inc. in the amount of \$229,939.89
Section 22-00169-00-TL to D Construction, Inc. in the amount of \$3,526,701.94
Section 23-00172-00-TL to H&H Electric Company in the amount of \$370,827.81
 - U. Approve the low bid of \$95,940 by Arneson Oil Company for the annual purchase of 12,000 gallons of unleaded gas and 20,000 gallons of diesel fuel for FY 2024.
 - V. Approve the 2023-2043 Long-Range Transportation Plan
 - W. Approval of Kendall County Board 2024 Meeting Calendar
 - X. Approval of Kendall Area Transit ADA Transportation Policy
 - Y. Approval of final just compensation in the amount of \$400.00 for land acquisition by eminent domain in County of Kendall v. Daniel Lindsay, et al, Kendall County Circuit Court Case No. 23 ED 2.
10. Old Business
11. New Business
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. Regional Office of Education
 - 1. Approval of Employees for Regional Office of Education
- J. EMA
- K. VAC
- 13. Standing Committee Reports
 - A. Human Resources and Insurance
 - 1. Approve Resolution Regarding Procedures to Add, Remove, and/or Transfer Vehicles and Other Titled Equipment for Insurance Purposes
- 14. Special Committee Reports
- 15. Liaison Reports
- 16. Other Business
- 17. Chairman's Report
- 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.

**KENDALL COUNTY BOARD
ADJOURNED SEPTEMBER MEETING
October 17, 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, October 17, 2023, at 9:00 a.m. The Clerk called the roll. Members present: Matt Kellogg, Zach Bachmann, Brian DeBolt, Elizabeth Flowers, Scott Gengler, Dan Koukol, Jason Peterson, Ruben Rodriguez, Brooke Shanley (9:12 a.m.) and Seth Wormley. Member(s) absent: None.

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

PLEDGE OF ALLEGIANCE

Mark Foster led the Pledge of Allegiance.

INVOCATION

Member Rodriguez gave the invocation.

THE AGENDA

Member Gengler moved to amend the agenda moving item N under consent to 13 (A) 3. Member Koukol seconded the motion. Chairman Kellogg asked for a voice vote on the motion. All members present voting aye. **Motion carried.**

PUBLIC COMMENT

John Purcell thanked the board for the local community funds the County is providing and the nice Forest Preserve trails.

Margaret Sheehan spoke about elections.

Debbie Gillette spoke about elections.

CONSENT AGENDA

Member DeBolt moved to approve the consent agenda.

- A. Approval of County Board Minutes from September 14, 2023, and September 19, 2023
- B. Standing Committee Minutes Approval
- C. Approval of Claims in an amount not to exceed \$1,230,029.95
- D. Approval of Full-Time GIS/Cadastral Technician Job Description
- E. Approval of Revised Organizational Chart for Kendall County
- F. Approval of Animal Control Department Intern Job Description
- G. Approval of Revised Section 2.1 Policy Against Unlawful Discrimination, Harassment and Sexual Misconduct
- H. Approval of Revised Section 4.12 Identity Protection Policy
- I. Approval of the Release of the Finance & Budget Committee Executive Session review minutes dated September 28, 2023
- J. Approval of the Release of the Committee of the Whole Executive Session review minutes dated September 14, 2023
- K. Approval of the Release of the Economic Development & Administration Committee Executive Session review minutes dated September 20, 2023
- L. Approval of the 2024 Comprehensive Noxious Weed Work Plan
- M. Approval of Settlement in Kendall County Case No. 2023 LM 114 in the amount of \$10,761.43
- N.
- O. Approval of the Replacement of (2) Hot Water Boilers in the Public Safety Center by Helm Service via the Equalis Group public sector purchasing cooperative. Master Agreement #R10-1132B not to exceed \$210,000.
- P. Approval of agreement for disbursement and use of Kendall County's American Rescue Plan Act Funds with Village of Newark for the amount of \$58,875

- Q. Approval of agreement for disbursement and use of Kendall County's American Rescue Plan Act Funds with Seward Township for the amount of \$32,639
- R. Approval of agreement for disbursement and use of Kendall County's American Rescue Plan Act Funds with City of Yorkville for the amount of \$225,000
- S. Approval of agreement for disbursement and use of Kendall County's American Rescue Plan Act Funds with City of Plano for the amount of \$325,000
- T. Approval of agreement for disbursement and use of Kendall County's American Rescue Plan Act Funds with Village of Oswego for the amount of \$225,000
- U. Approval of agreement for disbursement and use of Kendall County's American Rescue Plan Act Funds with Kendall County Fair Association for the amount of \$29,345
- V. Approval of agreement for disbursement and use of Kendall County's American Rescue Plan Act Funds with Fox Valley Family YMCA for the amount of \$94,956
- W. Approval of Renewal with Blue Cross Blue Shield of Illinois for Employee Health Insurance (4 tier plan)
- X. Approval of Renewal with Blue Cross Blue Shield of Illinois for Employee Life and Voluntary Life Insurance
- Y. Approval of Renewal with EyeMed for Employee Vision Insurance
- Z. Approval of Renewal with Blue Cross Blue Shield of Illinois for Employee Dental Insurance
- AA. Approval of Renewal with Dearborn Group for Accident and Critical Illness Insurance

Member Peterson seconded the motion. Chairman Kellogg asked for a roll vote on the motion. All members present voting aye. Motion carried.

C) COMBINED CLAIMS: ADMIN \$492.25; ANML CNTRL WRDN \$2,089.49; BRD RVW \$2,250.00; CIR CLK \$47,992.58; CIR CRT JDG \$3,618.73; CMD CRT SRV \$22,285.16; CRNR \$2,203.38; CORR \$27,934.01; CNTY ADMIN \$57.01; CNTY BRD \$157,013.79; CNTY CLK \$10,876.81; HIGHWAY \$62,808.78; CNTY TRSR \$3,109.15; ELECTION \$2,819.55; EMA DIR \$1,549.81; EMA \$565.79; FCLT MGMT \$47,592.52; GIS COORD \$1,656.15; HLTH & HMN SRV \$48,537.85; JURY \$902.53; PBZ PLNNR \$1,796.56; PBZ \$2,179.28; POST \$51,492.98; PRSDNG JDG \$5,362.00; PROB SPVSR \$12,871.67; ROE \$8,267.70; SHRF \$59,788.93; ST ATTY \$30,887.78; TECH \$8,593.70; UTIL \$19,118.03; VET \$2,108.03; FP \$16,974.43; SHF \$30,889.11; SHF \$45,321.91; CIVIL \$456,000.00; EFT \$32,022.50

ELECTED OFFICIAL & OTHER DEPARTMENT REPORTS

Sheriff

Sheriff Baird commended the board on the selection of Christina Burns as County Administrator. They are going through the pre audit of jail. They graduated 4 individuals from the Into Work Program.

County Clerk & Recorder

Revenue Report		9/1/23-9/30/23	9/1/22-9/30/22	9/1/21-9/30/21
Line Item	Fund	Revenue	Revenue	Revenue
CLKFEE	County Clerk Fees	\$591.50	\$706.00	\$1,181.50
MARFEE	County Clerk Fees - Marriage License	\$2,280.00	\$2,760.00	\$2,790.00
CIVFEE	County Clerk Fees - Civil Union	\$30.00		\$0.00
ASSUME	County Clerk Fees - Assumed Name	\$25.00	\$65.00	\$30.00
CRTCOP	County Clerk Fees - Certified Copy	\$1,666.00	\$2,152.00	\$2,328.00
NOTARY	County Clerk Fees - Notary	\$0.00	\$20.00	\$265.00
MISINC	County Clerk Fees - Misc	\$3.00	\$77.00	\$24.50
	County Clerk Fees - Misc Total	\$4,595.50	\$5,780.00	\$6,619.00
RECFEE	County Clerk Fees - Recording	\$21,609.00	\$25,483.00	\$40,543.00
	Total County Clerk Fees	\$26,204.50	\$31,263.00	\$47,162.00
CTYREV	County Revenue	\$48,644.25	\$53,482.75	\$57,006.75
DCSTOR	Doc Storage	\$12,570.50	\$14,809.00	\$23,874.50
GISMAP	GIS Mapping	\$39,930.00	\$47,010.00	\$75,632.00
GISRCD	GIS Recording	\$2,662.00	\$3,134.00	\$5,042.00
INTRST	Interest	\$89.28	\$37.71	\$27.98
RECMIS	Recorder's Misc	\$706.50	\$3,558.25	\$1,294.50

RHSP	RHSP/Housing Surcharge	\$21,294.00	\$12,708.00	\$21,267.00
TAXCRT	Tax Certificate Fee	\$960.00	\$320.00	\$400.00
TAXFEE	Tax Sale Fees			\$55.00
PSTFEE	Postage Fees			\$0.00
CK # 19740	To KC Treasurer	\$153,061.03	\$166,322.71	\$231,761.73

County Clerk Debbie Gillette spoke about the online vital records ordering of marriage, death and birth records, the tax sale and the upcoming 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 TEN MONTHS ENDED 09/30/2023

<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	\$927,323	101.35%	\$1,019,144	219.20%
State Income Tax	\$3,158,685	\$3,107,212	98.37%	\$325,798	126.55%
Local Use Tax	\$760,000	\$678,755	89.31%	\$686,478	72.26%
State Sales Tax	\$650,000	\$582,027	89.54%	\$619,796	106.31%
County Clerk Fees	\$350,000	\$233,875	66.82%	\$310,349	88.67%
Circuit Clerk Fees	\$1,050,000	\$1,069,296	101.84%	\$297,606	78.61%
Fines & Foreits/St Atty.	\$250,000	\$350,775	140.31%	\$297,606	108.22%
Building and Zoning	\$80,000	\$87,295	109.12%	\$105,529	140.71%
Interest Income	\$75,000	\$1,192,330	1589.77%	\$169,108	422.77%
Health Insurance - Empl. Ded.	\$1,488,365	\$1,074,181	72.17%	\$1,014,928	63.89%
1/4 Cent Sales Tax	\$3,228,750	\$3,076,607	95.29%	\$2,978,852	92.26%
County Real Estate Transf Tax	\$450,000	\$394,398	87.64%	\$507,151	112.70%

Co Board 10/17/2023

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Federal Inmate Revenue	\$584,000	\$358,620	61.41%	\$1,240,640	65.37%
Sheriff Fees	\$113,663	\$97,667	85.93%	\$80,846	70.30%
TOTALS	\$13,153,463	\$13,230,361	100.58%	\$13,270,832	95.87%
Public Safety Sales Tax	\$7,500,000	\$5,461,212	72.82%	\$5,533,300	100.38%
Transportation Sales Tax	\$7,500,000	\$5,461,212	72.82%	\$5,533,300	92.22%

****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 9 months the revenue and expense should at approximately 83.33%

Clerk of the Court

Circuit Clerk Matt Prochaska provided the report to the board and spoke about the e-filing for criminal cases.

Coroner

Coroner Jacquie Purcell reviewed the report in the packet and spoke about the take back program.

Health Department

Director, RaeAnn VanGundy told the board that covid vaccines are available.

Regional Office of Education

Superintendent Chris Mehochko presented a report and informed the board that they are working on writing a grant for Plano and security with Yorkville 115 to unite families if a catastrophic event occurs.

EMA

Tracy Page presented the report.

STANDING COMMITTEE REPORTS

Finance

Lisbon Township

Member Gengler moved to approve the agreement for disbursement and use of Kendall County's American Rescue Plan Act Funds with Lisbon Township for the amount of \$32,738. Member Wormley seconded the motion. Chairman Kellogg asked for a roll call vote on the motion. All members present voting aye. **Motion carried.**

Village of Lisbon

Member Gengler moved to approve agreement for disbursement and use of Kendall County's American Rescue Plan Act Funds with Village of Lisbon for the amount of \$45,000. Member Rodriguez seconded the motion. Chairman Kellogg asked for a roll call vote on the motion. All members present voting aye. **Motion carried.**

Civic Grant Aggregation

Member Gengler moved to approve the amount not to exceed \$70,000 22-month contract with Civic Grant Aggregation. Member Rodriguez 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 23-39 is available in the Office of the County Clerk.

Highway

Real Estate Contract

Member Shanley moved to approve a real estate contract between County of Kendall and Terri L. Kaufman regarding the real estate and improvements, if any, at 1030 Wildy Road, Minooka, IL. Member Koukol seconded the motion. Chairman Kellogg asked for a roll call vote on the motion. All members present voting aye. **Motion carried.**

SPECIAL COMMITTEE REPORTS

Member Bachmann reported that the Connect Kendall County Commission is working on grants and preliminary designs.

OTHER BUSINESS

Member Shanley commented on the Oswego Fire Department class she attended.

CHAIRMAN'S REPORT

Chairman Kellogg welcomed new County Administrator Christina Burns. Ms. Burns welcomed Todd Volker the new Economic Development Coordinator.

PUBLIC COMMENT

Ronald Mund stated that he was amazed and impressed with all the matters that come before the boards. He inquired about the removal of the dams along the Fox River.

ADJOURNMENT

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

Approved and submitted this 23rd day of October 2023.
Respectfully submitted by,
Debbie Gillette
Kendall County Clerk

HIGHWAY COMMITTEE MINUTES

DATE: November 14, 2023
LOCATION: Kendall County Highway Department
MEMBERS PRESENT: Zach Bachmann, Dan Koukol, Scott Gengler, and Ruben Rodriguez
STAFF PRESENT: Michele Riley, Christina Burns, and Francis Klaas
ALSO PRESENT: PJ Fitzpatrick, Kelly Farley, and Jeremy Hudek

The committee meeting convened at 3:31 P.M. with roll call of committee members. DeBolt absent. Quorum established.

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

Motion Koukol; second Gengler, to approve the Highway Committee meeting minutes from October 10, 2023. Motion approved unanimously.

Motion Koukol; second Gengler to recommend approval of a resolution awarding contracts to the lowest responsible bidders on the following projects:

- a. Section 21-00162-00-DR to D Construction, Inc. in the amount of \$229,939.89
- b. Section 22-00169-00-TL to D Construction, Inc. in the amount of \$3,526,701.94
- c. Section 23-00172-00-TL to H&H Electric Company in the amount of \$370,827.81

Klaas reported that these projects were a result of the bid opening on November 3, 2023. All bids received were below the engineer's estimate. Koukol asked about the project at Newark Road. Klaas indicated that the project includes new pipe culverts and about a ¼ mile of ditch grading on the north side of Newark Road. This will prevent water from overtopping Newark Road during large storm events. Upon further consideration, motion approved unanimously by voice vote.

Motion Gengler; second Rodriguez to recommend approval of the low bid of \$95,940 by Arneson Oil Company for the annual purchase of 12,000 gallons of unleaded gas and 20,000 gallons of diesel fuel for FY 2024. Klaas stated that this was an annual bid for the Highway Department as well as several other County Departments. Rodriguez asked Klaas if he was surprised by the low bid; and was it below the budgeted amount. Klaas thought that he had budgeted \$150,000 for FY2024. He also discussed how historically November is the best time to bid fuel, as it is usually at its lowest cost for the year. Koukol asked if the fuel tanks had to be inspected by the State Fire Marshall. Klaas stated that the Fire Marshall did have to inspect the entire installation when the County switched from underground tanks to above-ground tanks; but there was no requirement for annual inspections. Gengler asked if they were stainless steel. Klaas indicated that they were not. They are dual wall, but regular steel; which why they only last about 10 or 15 years. Motion carried unanimously by voice vote.

Klaas informed the Committee that the Village of Plainfield was looking into the idea of making part of Ridge Road into a reroute for Illinois Route 126. For many years, Plainfield has

entertained the idea of rerouting Route 126 to get truck traffic out of the downtown area. This has resurfaced again lately; but the Village has asked for a little more time to develop the plan before coming to a future Highway Committee meeting. They are considering using 143rd Street to Ridge Road to existing Route 126 as the preferred route. But there remain many unanswered questions. Klaas thought that the Village would probably not come to the Highway Committee until next year.

The committee reviewed the 2023-2043 Long-Range Transportation Plan. Motion Bachmann; second Gengler to recommend approval of the Long-Range Transportation Plan to the County Board. Koukol asked if the plan was fully funded. Klaas noted that there was almost no deficit in the plan; so it is essentially balanced. He credited the Transportation Sales Tax for this. Sales tax revenues are currently up over \$8 million per year. Motion approved unanimously. Rodriguez asked how much time the County Engineer spends on preparing the plan. He indicated that he spends several days in the fall putting the plan together; but because the format has not changed, it helps save quite a bit of time. Rodriguez also asked where Klaas gathered all the demographics for the plan. Klaas said that he gathers information from the Bureau of Labor Statistics, Illinois Secretary of State, CMAP, and others. He makes the financial projections himself. Koukol asked Klaas why he thought Kendall County was such a popular place to live. Klaas thought that most of the people who move to Kendall County come from other Chicago suburbs; and compared to other collar counties, Kendall has attractive open spaces, less density, good schools, relatively low taxes and real estate prices compared to these other counties. Gengler noted that we have good access to a couple interstates and airports. Bachmann added that we're close to a Metra station. Koukol talked about how the east side of Kendall County is changing... in numbers and in character and used the Cricket Stadium as an example of the changing nature of our County.

In the Chairman's Report, Bachmann asked Klaas if there were any updates on the Millington-Millhurst intersection. Klaas stated that all of the recommended improvements have been completed except for the acquisition of the larger corner cuts. But since the crops are now down, the sight distance is improved. Bachmann stated that he hasn't received any more updates on the Route 126-Schlapp Road intersection, nor the U.S. Route 52-Grove Road intersection. He said that Jed Davis' office had indicated that IDOT was collecting their own data on these latter intersections.

Klaas reported that traffic numbers had finally been received for the Eldamain corridor. He shared some of the information but indicated that he would put it in a better format before getting it to the Committee. Koukol asked if there had been any crashes at the new roundabout. Klaas had not heard of any accidents at this location. Rodriguez asked if there was information on percentage of trucks. Klaas indicated that he had all the information in .pdf and excel format, which he would share with Rodriguez. He indicated that the numbers came from a single day of studying the traffic and indicated that traffic numbers did not change much from day to day. Rodriguez asked who did the study and how much it cost. Klaas stated that KLOA performed the traffic study, and he thought it cost about \$12,000. Bachmann wondered if the data could be used for traffic projections. Klaas thought that traffic projections were inherently inaccurate unless they were just for a year or two. Rodriguez pointed out that the information would be helpful in programming maintenance projects. Klaas agreed.

Koukol had heard that a quarry on the south side of Joliet was getting permitted to be a CCDD facility and might take in demolition and construction debris. The quarry in question had a prior

tipping fee established with the Village of Lisbon. If the CCDD license is granted, Lisbon wouldn't get any future tipping fees. No one else on the Committee had heard of this potential change to the quarry's use.

Gengler inquired about the status of Galena-Kennedy intersection. Klaas indicated that the signals should be energized on November 28th. Final earthwork and seeding might not happen until next year due to utility delays.

Rodriguez inquired about the house at the corner of Ridge & Wildy. Klaas said that the County has acquired and closed on the property. He felt it was a win-win for everyone involved. The prior owner gets to live in the house for 12 months while trying to find a new house. If she is there for more than 12 months, she will have to start paying rent to the County. Koukol asked if the dollar value of \$325,000 had been listed on the agenda last month when it was approved.

Klaas notified the Committee that there will be a second public informational meeting for the widening of Ridge Road from Holt Road in Minooka to Black Road in Joliet. The meeting will be held on Thursday from 5:00 to 7:00 PM at the Grade School on Black Road in Joliet. This is the same location as the first informational meeting. Rodriguez asked who ran the meeting. Klaas stated that the consultant, Hutchison Engineering, would be running the meeting, but Klaas would also be there to answer questions. Rodriguez also asked if these meetings sometimes got contentious. Klaas said that they can; but in this particular case, everyone who lives near Ridge Road understands that it needs to be widened to 4 lanes. So they might not be happy about it, but they realize the work needs to be done. Koukol asked about the Kunke parcel. Klaas stated that when the County bought the necessary parcels for the Ridge Road Bridge replacement, we also bought all the necessary right-of-way for the roadway widening.

Motion Bachmann; second Rodriguez to adjourn the meeting at 4:10 PM. Motion carried unanimously.

Respectfully submitted,



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

Action Items

1. Resolution awarding contracts to the lowest responsible bidders on the following projects:
 - a. Section 21-00162-00-DR to D Construction, Inc. in the amount of \$229,939.89
 - b. Section 22-00169-00-TL to D Construction, Inc. in the amount of \$3,526,701.94
 - c. Section 23-00172-00-TL to H&H Electric Company in the amount of \$370,827.81
2. Approve the low bid of \$95,940 by Arneson Oil Company for the annual purchase of 12,000 gallons of unleaded gas and 20,000 gallons of diesel fuel for FY 2024.
3. Approve the 2023-2043 Long-Range Transportation Plan

COUNTY OF KENDALL, ILLINOIS
FINANCE & BUDGET COMMITTEE
Meeting Minutes for Thursday, October 26, 2023

Call to Order – Committee Chair Scott Gengler called the Finance & Budget Committee to order at 4:01 p.m.

Roll Call

Attendee	Status	Arrived	Left Meeting
Scott Gengler	Here		
Brian DeBolt	Here		
Matt Kellogg	Present		
Jason Peterson	Present		
Seth Wormley	Here		

With five (5) members present a quorum was established.

Staff Present – Latreese Caldwell, Jennifer Breault

Approval of Agenda – Member DeBolt made a motion to approve the agenda, second by Member Wormley. **With five (5) members present voting aye, the motion carried by a vote of 5 -0.**

Approval of Claims – Member Peterson made a motion to forward the approval of the claims to the next County Board meeting, second by Member Kellogg. **With five (5) members present voting aye, the motion carried by a vote of 5-0.**

Committee Reports and Updates

A. Personnel Reports – Treasurer Jill Ferko prepared the monthly personnel report which is included in the packet on pages 1 and 2.

New Committee Business

A. DISCUSSION: Opioid Settlement Status 3Q 2023 Filing

The Opioid Settlement Fund quarterly financial report is included in the packet (pages 3-4). Jennifer Karales explained to the committee that \$42,011.18 received and \$31,592.32 was spent for the third quarter (Q3). Chair Gengler said the breakdown of expenses for Q3 can be found on page 4.

B. MOTION (VV to COB): Approval of Fiscal Year 2023 Budget Amendment

Chair Gengler directed the committee to pages 6 through 16, this is the verbiage for the spreadsheet that is attached as Exhibit A on pages 17-20. Two budget amendments take place in the fiscal year, this is the second amendment this year. The amendment is to make changes in revenue and expenditures, some are setting up grants that are received mid-way through the year. This is a clean-up process to comply with the audit that will take place at the end of the year.

Member Kellogg made a motion for Approval of Fiscal Year 2023 Budget Amendment to be forwarded to the next County Board meeting under Finance, second by Member DeBolt. **With five (5) members present voting aye, the motion carried 5-0.**

C. DISCUSSION: FY24 Budget Calendar

The FY24 Budget Approval Calendar can be found on page 22 of the packet. Chair Gengler reiterated that the Budget will need to be approved at the County Board Meeting on November 7th and have the Levy Hearing and Approval on November 21st.

D.MOTION (VV to COB): Approval of Fiscal Year 2024 Budget

Latreese Caldwell directed the committee to page 21 of the packet and explained that the Annual Budget and Appropriation Ordinance document will be attached to the Munis Budget printout and that will then be approved at the County Board meeting on November 7, 2023. Ms. Caldwell directed the committee to page 23 and explained that this is the current General Fund balance sheet and how they were able to achieve a balanced budget. Chair Gengler said some revenue funds are pretty conservative and the increase in Interest Income is due to the rising interest rates. Member Kellogg explained it has been six years without taking CPI, but it has proved necessary this year with rising inflation. There is also a contingency line item with a decent amount of funds to cover salaries increases unforeseen due to union negotiations. Member Gengler mentioned that ARPA money will end, and the department heads/elected officials will have to plan for this. Also need to plan for infrastructure that will need to be updated in the future, the budget was helped that the healthcare costs were not as high as projected. Member Gengler thanked Latreese Caldwell and Jennifer Breault for their help with this budget process.

Member Kellogg made a motion for Approval of Fiscal Year 2024 Budget to be forwarded to the next County Board Meeting under Finance, second by Member DeBolt. **With five (5) members present voting aye, the motion carried 5-0.**

E. MOTION (VV to COB): Approval of Fiscal Year 2024 Capital

Chair Gengler directed the committee to page 30 of packet as well as their screen to view the spreadsheet for the FY24 Capital requests. The Firehouse Improvement and Phase #2 COB Fox Street listed as numbered 3 and 4 are place holders for these buildings, these are not actual numbers. Latreese Caldwell explained the different major Capital funds and how they get allocated.

Member Peterson made a motion for Approval of Fiscal Year 2024 Capital to be forwarded to the next County Board meeting under Finance, second by Member DeBolt. **With five (5) members present voting aye, the motion carried 5-0.**

F. DISCUSSION: ARPA FY23-FY24 and G. DISCUSSION: ARPA Treasury Reporting Status 3Q 2023 Filing

Jennifer Breault stated that the quarterly report submitted to the State can be found on page 31 and 32 of the packet. Total expenditures are \$18,440,220.21 (includes \$10M in Lost Revenue) and \$19,508,606.08 is the total amount allocated.

H. MOTION (VV to COB): Discussion and Approval of 708 Community Mental Health ARPA Agreements and Dispersal

Chair Gengler explained that the County Board allocated \$80,000 to the 708 Community Mental Health, on page 33 of packet is the breakdown of how the money is distributed to the different non-profit organizations. The organizations will report back to the committee on how they spend their ARPA funds. Every year this committee can review these allocations.

Member DeBolt made a motion for Approval of 708 Community Mental Health ARPA Agreements and Dispersal to be forwarded to the next County Board meeting under Consent, second by Member Peterson. **With five (5) members present voting aye, the motion carried 5-0.**

I. MOTION (VV to COB): Approval of agreement for disbursement and use of Kendall County's American Rescue Plan Act Funds with CASA for the amount of \$25,000

Chair Gengler asked to be recused from any discussion and voting due to the fact he is on the CASA Board.

Member DeBolt made a motion for Approval of agreement for disbursement and use of Kendall County's American Rescue Plan Act Funds with CASA for the amount of \$25,000 to be forwarded to the next County Board meeting under Finance, second by Member Peterson. **With four (4) members present voting aye, the motion carried 4 -0.**

Old Committee Business - None

Public Comment - None

Executive Session – None

Items for County of the Whole – None

Items for County Board

- Approval of Claims
- Approval of Fiscal Year 2023 Budget Amendment, under Finance Standing Committee Report
- Approval of Fiscal Year 2024 Budget, under Finance Standing Committee Report
- Approval of Fiscal Year 2024 Capital, under Finance Standing Committee Report
- Approval of 708 Community Mental Health ARPA Agreements and Dispersal, under Consent Agenda
- Approval of agreement for disbursement and use of Kendall County's American Rescue Plan Act Funds with CASA for the amount of \$25,000, under Finance Standing Committee Report

Adjournment – Member Kellogg made a motion to adjourn the Finance and Budget Committee meeting, second by Member Peterson.

With five (5) members present voting aye; the meeting was adjourned at 4:46 p.m. by a vote of 5 -0.

Respectfully submitted,

Sally A. Seeger
Administrative Assistant and Recording Clerk

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 November 13, 2023 – Unofficial until Approved

CALL TO ORDER

The meeting was called to order by Chairman Wormley at 6:30 p.m.

ROLL CALL

Committee Members Present: Elizabeth Flowers, Dan Koukol, Ruben Rodriguez, and Seth Wormley

Committee Members Absent: Brooke Shanley

Also Present: Matthew H. Asselmeier, Wanda A Rolf, Jeff Milroy, John Philipchuck, Jesse Sexton, William Glendon, Dan Kramer, Carlos Moreno, Luis Moreno, Ken Pettit, and Maffeo Family

APPROVAL OF AGENDA

Member Rodriguez made a motion, seconded by Member Koukol, to approve agenda. With a voice vote of four (4) ayes, the motion carried.

APPROVAL OF MINUTES

Member Koukol made a motion, seconded by Member Rodriguez, to approve the minutes of the October 10, 2023, meeting. With a voice vote of four (4) ayes, the motion carried.

PUBLIC COMMENT

None

EXPENDITURE REPORT

The Committee reviewed the Expenditure Report. Mr. Asselmeier responded that the TLO was paid to Oswego Township as part of an intergovernmental agreement. Mr. Asselmeier took Todd Volker the new Economic Development Coordinator and Brian Holdiman out to lunch to discuss department operations as they are the full time employees of the department. The Department's invoices were broken down between Planning, Building, and Zoning related invoices and Economic Development related invoices. There were no questions from the Committee regarding invoices.

PETITIONS

Petition 23-26 Jeffery D. Milroy on Behalf of Milroy Farms, LLC

Chairman Wormley discussed the special use permit.

Member Koukol asked how often a special use permit was renewed. Mr. Asselmeier responded the renewal is in ten (10) year increments.

Member Koukol asked if there were any changes to the Special Use Permit. Mr. Asselmeier responded that there were changes to it and listed the proposed conditions.

1. The facility shall comply with the conditions as they are listed in the applicable sections of the Kendall County Zoning Ordinance related to the composting of landscape waste and food waste, subject to the following:
 - a. The facility shall meet all Illinois Environmental Protection Agency requirements as identified in the applicable sections of the Kendall County Zoning Ordinance.
 - b. Operational personnel shall be present on site during all hours which the facility is open for the receipt of landscape waste.
 - c. The hours during which landscape waste may be received shall be 7:00 a.m. to 4:00 p.m. on Monday through Fridays and 7:00 a.m. to Noon on Saturdays. Processing operations shall cease after each day's receipts have been processed and placed in windrows, not to exceed three (3) additional hours.
 - d. The decibel levels at the property line shall not exceed Illinois Pollution Control Board standards.
 - e. Water samples shall be taken by an independent testing service and analyzed by an independent laboratory. The locations, methods and frequency of sampling and testing shall be approved by the Kendall County Environmental Health Department Director. The test results shall be sent to the Environmental Health Department within forty-five (45) days of sampling.
 - f. Soil samples shall be taken by an independent testing service and analyzed by an independent laboratory. The locations, methods and frequency of sampling and testing shall be approved by the Kendall County Environmental Health Department Director. The test results shall be sent to the Environmental Health Department within forty-five (45) days of sampling.
 - g. Authorized Kendall County personnel shall be allowed on site during business hours for inspection and testing.
 - h. The facility operator shall send up-to-date copies of the State permit and related documents including Operational Plan, Surface Water Management Plan, Pest Control Plan, Site Drawing, and an Annual Report to the County Solid Waste Coordinator.
 - i. Truck weights shall be limited to seventy-three thousand, two hundred eighty (73,280) pounds.
 - j. The operator shall provide weight receipts to Kendall County.
 - k. Off-site debris and trash generated by the site must be cleaned-up on a daily basis on surrounding properties with the owner's permission.
 - l. Implement strategies to manage potential odor issues such as maintaining proper carbon to-nitrogen ratios, maintaining moisture levels, and sufficient turning of compost piles to enhance decomposition.
 - m. Install water spraying systems or dust suppression equipment at critical points of dust generation. Regularly monitor moisture content and use sprinkler systems or misters to dampen the compost as needed.

2. The facility will be permitted to take in one hundred seventy-five thousand (175,000) cubic yards of source-separated landscape materials (i.e. brush, leaves, tree trimmings, grass **and food waste**). **(Amended after ZPAC)**
3. The site shall be developed substantially in accordance with the site plan provided that the parking stalls conform to the requirements of the Kendall County Zoning Ordinance and the owners of the business allowed by the special use permit may erect one (1) building a maximum of sixty foot by eighty foot (60'X80') in size with a maximum height of twenty-four feet (24') on the property, and the site plan shall be kept on file as an Exhibit. **(Amended at RPC)**
4. A fifteen foot (15') buffer and a berm will be provided between the composting area and the United City of Yorkville's boundary to the east. The berm will be at least fifteen feet (15') wide and three feet (3') high. A twenty-five foot (25') wide berm at least three feet (3') in height will be provided near the western and northern property lines. The buffer landscaping will be composed primarily of pine, fir, and/or shade trees planted at spacing not to exceed forty feet (40') apart. Seedlings will be a minimum of six inches (6") in height. Specimen seedlings will be planted and the berm will be constructed within one (1) year of issuance of the special use permit ordinance. The Kendall County Planning, Building and Zoning Committee may grant an extension to the deadline to install the berms and landscaping. **(Amended at RPC and after ZBA)**
5. The facility operator shall maintain existing plantings on the berm and ditch.
6. The facility operator shall maintain the security gate, signage, and landscaping as indicated on an Exhibit. The locked gate shall restrict vehicle access during closed hours except that a "lock-box" shall allow access to emergency vehicles.
7. The facility operator shall maintain a sampling schedule as shown on an Exhibit dated March 11, 2008.
8. The County Solid Waste Coordinator shall maintain a log of complaints received on the facility. **The phone number of the County Solid Waste Coordinator shall be added to a sign on the property that is visible from the street. (Amended at ZBA)**
9. This special use Ordinance shall expire on December 1, 2033, and the petition for renewal shall be made prior to July 1, 2033.
10. If any Illinois Environmental Protection Agency (IEPA) violations or citations are received by the site operator/manager and/or parcel owner/manager, they need to be submitted to the County Solid Waste Coordinator within thirty (30) days.
11. The operator of the business allowed by the special use permit shall follow the Decommissioning Plan as described in an Exhibit. The operator shall assume all of the responsibilities assigned to Green Organics in the plan. The Decommissioning Plan shall be kept on file in the site trailer office per EPA requirements and will be accessible to the Kendall County Health Inspector. The operator of the business allowed by the special use permit shall update the Kendall County Health Department within thirty (30) days of changes to the Decommissioning Plan.
12. The operator of the business allowed by the special use permit shall notify the Kendall

County Planning, Building and Zoning Department within thirty (30) days of changes in operation manager. In addition, the operator of the business allowed by this special use permit shall provide contact information of the management operator annually by July 1st.

13. The operator of the business allowed by the special use permit shall ensure a host community agreement is in existence with the County prior to operations.
14. Ordinance 2014-04 and all previous special use permits and amendments to special use permits related to the operation of composting facility on the subject property are hereby repealed in their entirety.
15. ~~None of the vehicles or equipment parked or stored on the subject property related to the business allowed by the special use permit shall be considered agricultural vehicles or agricultural equipment. (Deleted at ZPAC)~~
16. All of the vehicles and equipment stored on the subject property related to the business allowed by the special use permit shall be maintained in good condition with no deflated tires and shall be licensed if required by law.
17. Any structures constructed, installed, or used related to the business allowed by this special use permit on the property shall not be considered for agricultural purposes and must secure applicable building permits.
18. At least one (1) water truck shall be onsite for dust control purposes. **(Added after ZPAC)**
19. The operator of the business allowed by this special use permit shall track wind direction and speed daily and add amendments to the composting materials if windrows are turned with winds blowing towards populated areas. **(Added after ZPAC)** Mr. Asselmeier noted that the Petitioner was opposed to adding amendments.
20. The owners and operators of the business allowed by this special use permit acknowledge and agree to follow Kendall County's Right to Farm Clause.
21. The property owner and operator of the business allowed by this special use permit shall follow all applicable Federal, State, and Local laws related to the operation of this type of business.
22. Failure to comply with one or more of the above conditions or restrictions could result in the amendment or revocation of the special use permit.
23. If one or more of the above conditions is declared invalid by a court of competent jurisdiction, the remaining conditions shall remain valid.
24. This special use permit shall be treated as a covenant running with the land and are binding on the successors, heirs, and assigns as to the same special use conducted on the property.

If the Petitioner does not follow the ordinance the special use permit can be revoked.

Member Koukol asked the Petitioner if there was anything that interrupts his business to the point it makes it difficult to do business. Jeff Milroy, Petitioner, stated he was not opposed to tracking wind direction and speed, but had concerns regarding adding amendments. Attorney John Philipchuck clarified the concerns by stating that this is a composting plant and the addition of certain amendments would impact the ability of the facility to be certified organic.

Member Koukol mentioned that there have been very few complaints regarding odors.

Chairman Wormley recommended the approval of the special use permit to be renewed.

Member Koukol made a motion, seconded by Member Rodriguez, to recommend approval of the special use permit.

The votes were as follows:

Yeas (4): Flowers, Koukol, Rodriguez, and Wormley
Nays (0): None
Abstain (0): None
Absent (1) Shanley

The motion carried.

The proposal goes to the November 21, 2023, County Board meeting on the consent agenda.

Petition 23 – 30 Michael R and Darla J Cappellett

Mr. Asselmeier summarized the request.

At the October Planning, Building and Zoning Committee meeting, this proposal was laid over until all utilities submitted their approval.

WBK Engineering submitted a letter with no objections to the vacation on October 21, 2023. This letter was provided.

The Yorkville City Council approved the proposal at their meeting on October 24, 2023. An email stating this information was provided.

On October 30, 2023, the Petitioner submitted a revised plan with affidavits for the applicable utilities to sign which was included in the proposed ordinance.

A JULIE locate had been ordered; the order information was provided.

To date, Comed had not approved the vacation; the most current email was dated September 19, 2023, and was provided.

NICOR approved the vacation on November 2, 2023, as noted in a provided email.

Comcast approved the vacation on November 2, 2023, as noted in a provided email.

AT&T previously approved the vacation as noted in a provided email.

A ten foot (10') drainage and utility easement presently exists between Lots 65 and 66 in Whitetail Ridge Subdivision. Michael and Darla Cappellett own the subject lots and would like to construct an addition to the home in the area of the existing easement.

The Petitioners previously combined the lots into one (1) parcel identification number.

The property address is 6145 Whitetail Ridge Drive, Yorkville.

The property is approximately one point five (1.5) acres in size.

The property is zoned RPD-2.

The current land use is One-Family Residential and Vacant.

The future land use is Rural Residential (Max 0.65 Du/Acre).

Whitetail Ridge Drive is a Township Road classified as a Local Road.

There are no trails planned in the area.

There are no floodplains or wetlands on the property.

The adjacent land uses are wooded and single-family residential.

The adjacent properties are zoned A-1 and RPD-2.

The future land use for the area is Rural Residential (Max 0.65 Du/Acre).

Kendall Township was emailed information on September 21, 2023. No comments were received.

The United City of Yorkville was emailed information on September 21, 2023. The Yorkville Economic Development Committee reviewed the proposal at their meeting on October 3, 2023, and recommended approval of the proposal. An email on the subject was provided.

The Bristol-Kendall Fire Protection District was emailed information on September 21, 2023. No comments were received.

ZPAC reviewed the proposal at their meeting on October 3, 2023. ZPAC recommended approval of the proposal by a vote of six (6) in favor and zero (0) in opposition with four (4) members absent. The minutes of the meeting were provided.

The application materials, plat for this area of Whitetail Ridge, and plat of vacation were provided.

Petition information was sent to WBK on September 21, 2023. They submitted a letter on October 21, 2023, stating they had no objections.

On September 19, 2023, a representative from the Whitetail Ridge Homeowners' Association submitted an email stating the HOA was agreeable to the requested vacation. This email was provided.

Staff recommended approval of the proposal subject to the following conditions:

1. The site plan should be included to the vacation ordinance.
2. Certificates indicating approval of the vacation by the applicable utilities shall be added

to the recorded Plat of Vacation.

3. Lots 65 and 66 of Whitetail Ridge Subdivision shall not be sold as individual lots upon the successful recording of the Plat of Vacation with certificates of approval from the applicable utilities.
4. One (1) single-family residence may be constructed on Lots 65 and 66 of Whitetail Ridge Subdivision combined.
5. This vacation shall become effective upon the successful recording of the Plat of Vacation in the timeframe outlined in Section 7.06.H of the Kendall County Subdivision Control Ordinance unless an extension is granted by the Kendall County Board.

The revised draft ordinance with a plat of survey with affidavits for the utilities was provided.

Chairman Wormley recommended approval of the vacation.

Member Rodriguez made a motion, seconded by Member Koukol, for approval of the vacation.

The votes were as follows:

Yeas (4): Flowers, Koukol, Rodriguez, and Wormley
Nays (0): None
Abstain (0): None
Absent (1): Shanley

The motion carried.

The proposal goes to the November 21, 2023, County Board meeting on the consent agenda.

NEW BUSINESS

Recommendation on 2023 Noxious Weed Annual Report

Mr. Asselmeier summarized the issue.

Kendall County is required by Illinois law to submit a Noxious Weed Annual Report to the State by December 1st of each year. The proposed 2023 Noxious Weed Annual Report was presented.

During 2023, the Kendall County, Planning, Building and Zoning Department received one (1) complaint of noxious weeds. In 2022, 2021 and 2020, the Department received zero complaints.

Property owner was sent a warning notice on October 30, 2023. We are waiting to hear how the noxious weeds were being handled. The property owner needs to respond if they dug up the thistle and removed them or provide a timeline for removing them.

Member Flowers made a motion, seconded by Member Rodriguez, to recommend approval of the report.

The votes were as follows:

Yeas (4): Flowers, Koukol, Rodriguez, and Wormley
Nays (0): None
Abstain (0): None
Absent (1): Shanley

The motion carried.

The proposal goes to the November 21, 2023, County Board meeting on the consent agenda.

Approval of a Contract with WBK Engineering to Investigate Stormwater Ordinance Violation at 13039 McKanna Road (PIN: 09-09-100-002) in Seward Township in Amount Not to Exceed \$2,450; Related Invoice(s) to Be Paid from PBZ Department Consultant Line Item 11001902-63630

Mr. Asselmeier summarized the issue.

In January 2020, the County issued a stormwater permit for driveway work, installation at the subject property.

On October 10, 2023, the Illinois Department of Natural Resources contacted the County regarding a fuel tank near the floodplain at the subject property.

WBK prepared a quote to investigate the complaint and confirm that the site is still in compliance with the 2020 stormwater permit.

To date, there is Four Hundred Seventy-Five Dollars and Twelve Cents (\$475.12) remaining in the Consultants Line Item for the current fiscal year.

Member Koukol asked if the property had a zoning violation. Mr. Asselmeier stated that there was no zoning violation at this time. It has been investigated for a trucking business and for people living at the property but nothing is open at the moment.

WBK stated they will review flood maps, county records, documents and maps to determine the extent of FEMA Federal Emergency Management Agency regulatory limits. WBK will make a site visit to identify potential encroachments. They will not do a wetland determination. They will do a summary memo to the county to submit a field investigation determination and follow up activities as a result of enforcement that were not included in the supplemental service. There is the potential that the fuel tank and additional work was done on the property beyond the scope of the original permit that was issued in 2020.

Member Koukol asked Mr. Asselmeier if he issued the subject a home business permit. Mr. Asselmeier responded that he did not issue one (1) as there is no house on the property.

Member Koukol asked the property owners if they had a fuel tank on their property. Carlos Moreno, son of the property owner, stated they did have a fuel tank. The fuel tank was above ground and holds two thousand (2000) gallons of fuel.

Member Koukol asked how many trucks they had and Mr. Moreno stated twelve (12) trucks.

Member Koukol stated there have been many complaints regarding the fuel tank being too close to the floodplain.

Member Koukol asked if there was another place they can move the fuel tank to satisfy the Illinois Department of Natural Resources. Mr. Moreno answered they can move the fuel tank and don't mind being inspected.

The consensus of the Committee was not to approve the proposal by WBK Engineering and instead to give the property owners thirty (30) days to apply for a stormwater management permit.

Approval of a Contract with WBK Engineering to Investigate a Drainage Proposal at 5753 Whitetail Ridge Drive (PIN; 06-07-129-007) in Na-Au-Say Township in Amount Not to Exceed \$1,200; Related Invoice(s) to Be Paid from PBZ Department Consultant Line Item 11001902-63630

Mr. Asselmeier summarized the issue.

The owner of the subject property would like to install a swimming pool and related drainage as outlined in the proposal.

WBK prepared a quote to review the proposed plan for compliance with the Stormwater Management Ordinance.

To date, there is Four Hundred Seventy-Five Dollars and Twelve Cents (\$475.12) remaining in the Consultants Line Item for the current fiscal year.

The property owner, Ken Pettit, stated that his neighbor had a sump pump that ran twenty-four (24) hours a day. The builder installed two (2) catch basins, one (1) that flows into a culvert and out to a pond. Another catch basin borders the subject property. When the second (2nd) second catch basin is full, the water overflows into his yard. Mr. Pettit did not know this until he found debris in his yard. The builder has a ten inch (10") inlet in the Pettit yard. Mr. Pettit proposed running a pipe underground and hooking it up to the builder's inlet.

Member Koukol was opposed to the proposed expenditure.

Discussion occurred regarding Mr. Pettit's swimming pool.

Mr. Pettit was not opposed to obtaining and paying for a stormwater permit.

Member Koukol made a motion, seconded by Member Flowers, to have Mr. Pettit apply for a stormwater permit and pay the applicable fee.

The votes were as follows:

Yeas (4): Flowers, Koukol, Rodriguez, and Wormley

Nays (0): None

Abstain (0): None

Absent (1): Shanley

The motion carried.

Approval to Extend the Deadline for Allowing an Outdoor Storage at 14339 County Line Road

(PIN: 09-13-200-014) in Seward Township as Allowed by Condition 4.E of Ordinance 2020-14: Property is Zoned B-3 With a Special Use Permit for Indoor Storage

Mr. Asselmeier summarized the issue.

In September 2020, the Kendall County Board approved a rezoning a special use permit for indoor and outdoor storage at the subject property, Ordinance 2020-14. A copy of the ordinance was provided.

Condition 4.E of Ordinance 2020-14 required all outdoor storage to cease by December 31, 2023, unless an extension was granted by the Planning, Building and Zoning Committee. On October 23, 2023, the Property Owner's Attorney submitted a request to extend the deadline for the cessation of the outdoor storage component for another two (2) years. A copy of the request was provided.

In addition to the request for the extension of the deadline, the Property Owner's Attorney wanted to see if the Committee was open to the idea of allowing outdoor storage temporarily on the parcel immediately to the east of the subject property on the property identified by PIN 09-13-200-015. This property was rezoned to B-2 in 2020, but the special use permit was not extended onto this property.

The impacted properties are subject to a pre-annexation agreement with the Village of Shorewood. Emails related to amendments to the agreement were provided.

Staff has no objections to the request to extend the deadline for outdoor storage on the subject property for an additional two (2) years.

Because outdoor storage is not a temporary use as defined in Section 4:19 of the Kendall County Zoning Ordinance, Staff recommends that the Property Owner submit an application for a special use permit on PIN 09-13-200-015.

Chairman Wormley stated that the subject property owners would have to obtain a new special use permit and a new site plan to supersede the previous one.

Dan Kramer, Attorney for the property owners, stated that the property owners would be happy to file for a new special use permit; they have a large demand for storing recreational vehicles.

Member Flowers made a motion, seconded by Member Rodriguez, to grant a two-year extension.

The votes were as follows:

Yeas (4): Flowers, Koukol, Rodriguez, and Wormley
Nays (0): None
Abstain (0): None
Absent (1): Shanley

The motion carried.

Discussion of Allowing Outdoor Storage on the Parcel East of 14339 County Line Road and Identified by Parcel Identification Number 09-13-200-015 in Seward Township; Property is Zoned B-2

The consensus of the Committee was that the property owners needed to apply for a special use permit on the subject property.

Approval to Transfer the 2008 Ford F150 4X4 Truck from the Planning Building and Zoning Department to the Facilities Department

Mr. Asselmeier summarized the issue.

Member Flowers made a motion, seconded by Member Rodriguez, to recommend approval of the transfer.

The votes were as follows:

Yeas (4): Flowers, Koukol, Rodriguez, and Wormley

Nays (0): None

Abstain (0): None

Absent (1): Shanley

The motion carried.

The proposal goes to the November 21, 2023, County Board meeting on the consent agenda.

OLD BUSINESS

Approval of Host Agreement of Kendall County and Milroy Farms, LLC Regarding the Composting Facility at 1270 E Beecher Road (PIN: 02-08-100-006) in Bristol Township

The Committee reviewed the proposed agreement.

The proposal has been reviewed by the State's Attorney's Office.

Mr. Philipchuck was concerned that some of the material was on the Yorkville side. In order to remove this material, he claimed that there should not be any tipping fees as the tipping fees had already been paid.

Chairman Wormley asked for a strong commitment from the Petitioner to remove the material from Yorkville's side of the property in a timely manner.

Member Flowers asked how long it takes to process the materials to organic materials. Jesse Sexton, employee of Milroy Farms, LLC, responded that the material in question is in the final tier. Mr. Sexton proposed to move the materials from the Yorkville side in twenty-four (24) months.

Member Rodriguez asked if Mr. Asselmeier was in contact with Yorkville. Mr. Asselmeier stated that he does have communication with Yorkville. Yorkville also has a special use permit that expires on December 1, 2023. Yorkville defined the property as cleaned up.

Chairman Wormley was opposed the Petitioner's request to allow the contract to be transferable.

Member Koukol made a motion, seconded by Member Flowers, to recommend approval of the agreement with an amendment to the fee schedule by adding the following paragraph: "The piles of materials presently located on PIN's 02-08-200-015 and 02-08-200-030 may be hauled

onto the subject property without paying the above host fee for a period of two (2) years commencing on December 1, 2023.”

The votes were as follows:

Yeas (4): Flowers, Koukol, Rodriguez, and Wormley

Nays (0): None

Abstain (0): None

Absent (1): Shanley

The motion carried.

The proposal goes to the November 21, 2023, County Board meeting on the consent agenda.

REVIEW VIOLATION REPORT

The Committee reviewed the report.

REVIEW PRE-VIOLATION REPORT

The Committee reviewed the report.

UPDATE FOR HISTORIC PRESERVATION COMMISSION

Mr. Asselmeier reported that the Historic Preservation Commission will be meeting at the Helmar Lutheran Church in Newark on November 20, 2023. The Commission was preparing for the annual historic preservation awards with the announcement of the opening of the award applications in January. The Commission will have their group meeting of Historic Preservation Organizations in February; topics will be Au Sable Grove Presbyterian Church which celebrated their one hundred seventy-fifth (175th) anniversary. Jon Pressley from the State will also be speaking about the importance of landmarking a building. The Commission was also looking to find out what was the oldest building in Kendall County.

REVIEW PERMIT REPORT

The Committee reviewed the report.

REVIEW REVENUE REPORT

The Committee reviewed the report.

CORRESPONDENCE

October 19, 2023, Email from The Corps of Engineers Dam Removal on The Fox River

The Committee reviewed the correspondence.

October 24, 2023, Notice of Application for Permit to Manage Clean Construction or Demolition Debris at the Vulcan Quarry at 10425 Joliet Road Inside the Village of Lisbon

The Committee reviewed the correspondence.

COMMENTS FROM THE PRESS

None

EXECUTIVE SESSION

None

ADJOURNMENT

Member Flowers made a motion, seconded by Member Koukol, to adjourn. With a voice vote of four (4) ayes, the motion carried.

Chairman Wormley adjourned the meeting at 7:52 p.m.

Minutes prepared by Wanda A. Rolf, Administrative Assistant

Enc.



Kendall County Agenda Briefing

Meeting Type: County Board Meeting

Meeting Date: 11/21/2023

Subject: Approval of Petition 23-26, a Request from Jeffery D. Milroy on Behalf of Milroy Farms, LLC to Renew a Special Use Permit for a Composting Facility at 1270 E. Beecher Road (PIN: 02-08-100-006) in Bristol Township

Prepared by: Matthew H. Asselmeier, AICP, CFM

Department: Planning, Building and Zoning

Action Requested:

Approval with Conditions

Board/Committee Review:

ZPAC-Approval with Conditions (6-0-4); Bristol Township-No Comments; Yorkville-Approval; Bristol-Kendall Fire-No Comments; KCRPC-Approval with Conditions (6-0-4); ZBA-Approval with Conditions (6-0-1); PBZ Committee-Approval (4-0-1)

Fiscal impact:

N/A

Background and Discussion:

In 2014, the County Board granted a special use permit, with conditions, for the operation of a composting facility at the subject property. The special use permit required the property owner to renew the special use permit by December 1, 2023. The subject property has operated as a composting facility since 1993.

The Petitioner is requesting the special use permit for the approximately 39.87 acres located in the unincorporated area. They are not renewing the special use permit for operations inside the United City of Yorkville. This reduces operations from approximately fifty-eight (58) acres. Accordingly, the site plan and related conditions were adjusted to reflect the new proposed operations at the site.

The complete record can be found here,

<https://www.kendallcountyil.gov/home/showpublisheddocument/27587/638345367693270000>

Staff Recommendation:

Approval with Conditions

Attachments:

Proposed Special Use Renewal Ordinance

ORDINANCE NUMBER 2023-_____

**RENEWING A SPECIAL USE PERMIT FOR A COMPOSTING FACILITY AT 1270 E.
BEECHER ROAD AND IDENTIFIED BY PARCEL IDENTIFICATION
NUMBER 02-08-100-006 IN BRISTOL TOWNSHIP**

WHEREAS, Section 13:08 of the Kendall County Zoning Ordinance permits the Kendall County Board to grant special use permits and place conditions on special use permits and provides the procedure through which special use permits are granted; and

WHEREAS, Section 7:01.D.20 of the Kendall County Zoning Ordinance permits the operation of composting of landscape waste and food waste facilities as a special use with certain restrictions in the A-1 Agricultural Zoning District; and

WHEREAS, the property which is the subject of this ordinance has been, at all relevant times, and remains currently located within the A-1 Agricultural District and consists of approximately 40 acres located at 1270 E. Beecher Road (PIN: 02-08-100-006), in Bristol Township. The legal description for the subject property is set forth in Exhibit A attached hereto and incorporated by reference, and the property shall hereinafter be referred to as “the subject property”; and

WHEREAS, the County Board of Kendall County, Illinois did grant a special use permit for a composting facility on the subject property as Ordinance 1993-19 on October 19, 1993; and

WHEREAS, the County Board of Kendall County, Illinois did grant a renewal of a special use permit for a composting facility on the subject property as Ordinance 1997-13 on August 19, 1997; and

WHEREAS, the County Board of Kendall County, Illinois did grant a renewal of a special use permit for a composting facility on the subject property as Ordinance 2000-18 on April 18, 2000; and

WHEREAS, the County Board of Kendall County, Illinois did grant a renewal of a special use permit for a composting facility on the subject property as Ordinance 2008-17 on May 20, 2008; and

WHEREAS, the Zoning Administrator and/or deputies did grant a minor amendment to the existing special use permit to allow the composting facility to begin accepting and processing food waste as Ordinance 10-25-11 on October 25, 2011; and

WHEREAS, the County Board of Kendall County, Illinois did grant a renewal of a special use permit for a composting facility on the subject property and repealed all previous special use permits for a composting facility on the subject property as Ordinance 2014-04 on March 19, 2014; and

WHEREAS, Condition 8 of Ordinance 2014-04 established an expiration date for the special use permit for the composting facility at December 1, 2023, and required any renewals of the special use permit be submitted prior to July 1, 2023; and

WHEREAS, the subject property is owned by Milroy Farms, LLC as represented by Jeffery D. Milroy and shall hereinafter be referred to as “Petitioner”; and

WHEREAS, on or about June 30, 2023, Petitioner filed a petition for renewal of a special use permit to allow the operation of a composting of landscape waste and food waste facility at the subject property; and

WHEREAS, following due and proper notice by publication in the Kendall County Record on August 10, 2023, the Kendall County Zoning Board of Appeals initiated a public hearing on August 28, 2023, at 7:00 p.m., in the County Office Building at 111 W. Fox Street in Yorkville, and continued the public hearing to October 2, 2023, at the same time and location, and continued the public hearing to October 30, 2023, at the same time and location, at which the Petitioner's representative presented evidence, testimony, and exhibits in support of the requested special use permit and zero members of the public testified in favor or in opposition to the request and two members of the public expressed neutral opinions of the proposal; and

WHEREAS, based on the evidence, testimony, and exhibits, the Kendall County Zoning Board of Appeals has made their Findings of Fact and recommended approval of the renewal of the special use permit with conditions as set forth in the Findings of Fact and Recommendation of the Kendall County Zoning Board of Appeals, dated October 30, 2023, a true and correct copy of which is attached hereto as Exhibit B; and

WHEREAS, the Kendall County Planning, Building and Zoning Committee of the Kendall County Board has reviewed the testimony presented at the aforementioned public hearing and has considered the Findings of Fact and Recommendation of the Kendall County Zoning Board of Appeals, and has forwarded to the Kendall County Board a recommendation of approval of the renewal of the special use permit; and

WHEREAS, the Kendall County Board has considered the recommendation of the Planning, Building and Zoning Committee and the Findings of Fact and Recommendation of the Kendall County Zoning Board of Appeals, and has determined that said petition is in conformance with the provisions and intent of the Kendall County Zoning Ordinance; and

WHEREAS, this special use permit shall be treated as a covenant running with the land and is binding on the successors, heirs, and assigns as to the same special use conducted on the property; and

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

1. The Findings of Fact and Recommendation of the Kendall County Zoning Board of Appeals 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 renewal of special use permit allowing the operation of a composting of landscaping waste and food waste facility on the subject property subject to the following conditions:
 - A. The facility shall comply with the conditions as they are listed in the applicable sections of the Kendall County Zoning Ordinance related to the composting of landscape waste and food waste, subject to the following:
 1. The facility shall meet all Illinois Environmental Protection Agency requirements as identified in the applicable sections of the Kendall County Zoning Ordinance.
 2. Operational personnel shall be present on site during all hours which the facility is open for the receipt of landscape waste.
 3. The hours during which landscape waste may be received shall be 7:00 a.m. to 4:00 p.m. on Monday through Fridays and 7:00 a.m. to Noon on Saturdays. Processing operations shall cease after each day's receipts have been processed and placed in windrows, not to exceed three (3) additional hours.

4. The decibel levels at the property line shall not exceed Illinois Pollution Control Board standards.
 5. Water samples shall be taken by an independent testing service and analyzed by an independent laboratory. The locations, methods and frequency of sampling and testing shall be approved by the Kendall County Environmental Health Department Director. The test results shall be sent to the Environmental Health Department within forty-five (45) days of sampling.
 6. Soil samples shall be taken by an independent testing service and analyzed by an independent laboratory. The locations, methods and frequency of sampling and testing shall be approved by the Kendall County Environmental Health Department Director. The test results shall be sent to the Environmental Health Department within forty-five (45) days of sampling.
 7. Authorized Kendall County personnel shall be allowed on site during business hours for inspection and testing.
 8. The facility operator shall send up-to-date copies of the State permit and related documents including Operational Plan, Surface Water Management Plan, Pest Control Plan, Site Drawing, and an Annual Report to the County Solid Waste Coordinator.
 9. Truck weights shall be limited to seventy-three thousand, two hundred eighty (73,280) pounds.
 10. The operator shall provide weight receipts to Kendall County.
 11. Off-site debris and trash generated by the site must be cleaned-up on a daily basis on surrounding properties with the owner's permission.
 12. Implement strategies to manage potential odor issues such as maintaining proper carbon to-nitrogen ratios, maintaining moisture levels, and sufficient turning of compost piles to enhance decomposition.
 13. Install water spraying systems or dust suppression equipment at critical points of dust generation. Regularly monitor moisture content and use sprinkler systems or misters to dampen the compost as needed.
- B. The facility will be permitted to take in one hundred seventy-five thousand (175,000) cubic yards of source-separated landscape materials (i.e. brush, leaves, tree trimmings, grass and food waste).
- C. The site shall be developed substantially in accordance with the site plan provided that the parking stalls conform to the requirements of the Kendall County Zoning Ordinance and the owners of the business allowed by the special use permit may erect one (1) building a maximum of sixty foot by eighty foot (60'X80') in size with a maximum height of twenty-four feet (24') on the property, and the site plan shall be kept on file as Exhibit C attached hereto.

- D. A fifteen foot (15') buffer and a berm will be provided between the composting area and the United City of Yorkville's boundary to the east. The berm will be at least fifteen feet (15') wide and three feet (3') high. A twenty-five foot (25') wide berm at least three feet (3') in height will be provided near the western and northern property lines. The buffer landscaping will be composed primarily of pine, fir, and/or shade trees planted at spacing not to exceed forty feet (40') apart. Seedlings will be a minimum of six inches (6") in height. Specimen seedlings will be planted and the berm will be constructed within one (1) year of issuance of the special use permit ordinance. The Kendall County Planning, Building and Zoning Committee may grant an extension to the deadline to install the berms and landscaping.
- E. The facility operator shall maintain existing plantings on the berm and ditch.
- F. The facility operator shall maintain the security gate, signage, and landscaping as indicated on Exhibit D attached hereto. The locked gate shall restrict vehicle access during closed hours except that a "lock-box" shall allow access to emergency vehicles.
- G. The facility operator shall maintain a sampling schedule as shown on Exhibit E attached hereto dated March 11, 2008.
- H. The County Solid Waste Coordinator shall maintain a log of complaints received on the facility. The phone number of the County Solid Waste Coordinator shall be added to a sign on the property that is visible from the street.
- I. This special use Ordinance shall expire on December 1, 2033, and the petition for renewal shall be made prior to July 1, 2033.
- J. If any Illinois Environmental Protection Agency (IEPA) violations or citations are received by the site operator/manager and/or parcel owner/manager they need to be submitted to the County Solid Waste Coordinator within thirty (30) days.
- K. The operator of the business allowed by the special use permit shall follow the Decommissioning Plan as described in Exhibit F attached hereto. The operator shall assume all of the responsibilities assigned to Green Organics in the plan. The Decommissioning Plan shall be kept on file in the site trailer office per EPA requirements and will be accessible to the Kendall County Health Inspector. The operator of the business allowed by the special use permit shall update the Kendall County Health Department within thirty (30) days of changes to the Decommissioning Plan.
- L. The operator of the business allowed by the special use permit shall notify the Kendall County Planning, Building and Zoning Department within thirty (30) days of changes in operation manager. In addition, the operator of the business allowed by this special use permit shall provide contact information of the management operator annually by July 1st.
- M. The operator of the business allowed by the special use permit shall ensure a host community agreement is in existence with the County prior to operations.
- N. Ordinance 2014-04 and all previous special use permits and amendments to special use permits related to the operation of composting facility on the subject property are hereby repealed in their entirety.

- O. All of the vehicles and equipment stored on the subject property related to the business allowed by the special use permit shall be maintained in good condition with no deflated tires and shall be licensed if required by law.
 - P. Any structures constructed, installed, or used related to the business allowed by this special use permit on the property shall not be considered for agricultural purposes and must secure applicable building permits.
 - Q. At least one (1) water truck shall be onsite for dust control purposes.
 - R. The operator of the business allowed by this special use permit shall track wind direction and speed daily and add amendments to the composting materials if windrows are turned with winds blowing towards populated areas.
 - S. The owners and operators of the business allowed by this special use permit acknowledge and agree to follow Kendall County's Right to Farm Clause.
 - T. The property owner and operator of the business allowed by this special use permit shall follow all applicable Federal, State, and Local laws related to the operation of this type of business.
 - U. Failure to comply with one or more of the above conditions or restrictions could result in the amendment or revocation of the special use permit.
 - V. If one or more of the above conditions is declared invalid by a court of competent jurisdiction, the remaining conditions shall remain valid.
- 3. This special use permit shall be treated as a covenant running with the land and is binding on the successors, heirs, and assigns as to the same special use conducted on the property.
 - 4. The Zoning Administrator and other appropriate County Officials are hereby authorized and directed to amend the Official Zoning Map of Kendall County to reflect this renewal of an existing special use permit.

IN WITNESS OF, this ordinance has been enacted by a majority vote of the Kendall County Board and is effective this 21st day of November, 2023.

Attest:

Kendall County Clerk
Debbie Gillette

Kendall County Board Chairman
Matt Kellogg

Legal Description of Milroy Farms LLC Parcel

Parcel 02-08-100-006

That part of the Northwest Quarter of Section 8, Township 37 North, Range 7 East of the Third Principal Meridian, being described as follows: Commencing at the Northwest Corner of said Quarter Section; thence north $88^{\circ} 29' 44''$ East along the North Line of said Northwest Quarter, 953.68 feet to a point in the center line of a branch of Rob Roy Creek for the point of beginning; thence continuing North $88^{\circ} 29' 44''$ East along said North Line, 1699.50 feet to the Northeast Corner of said Northwest Quarter; thence South $00^{\circ} 06' 57''$ East along the East Line of said Northwest Quarter, 1124.58 feet; thence South $88^{\circ} 27' 18''$ West, 2655.95 feet to a point on the West line of said Northwest Quarter; that is 1126.52 feet Southerly of the Northwest Corner of said Northwest Quarter; thence North $00^{\circ} 01' 23''$ East along said West line, 100.0 feet; thence North $87^{\circ} 51' 12''$ East, 1498.53 feet to a point in the center line of a branch of Rob Roy Creek; thence North $28^{\circ} 38' 38''$ West along said center line, 1134.24 feet to the point of beginning in Bristol Township, Kendall County, Illinois.

Exhibit B

The Kendall County Zoning Board of Appeals approved the following Findings of Fact and Recommendation at their meeting on October 30, 2023, by a vote of six (6) in favor and zero (0) in opposition; Member Cherry was absent:

FINDINGS OF FACT

The Findings of Fact for the special use permit were as follows:

The establishment, maintenance, or operation of the special use will not be detrimental to or endanger the public health, safety, morals, comfort, or general welfare. The operation is controlled by the Illinois EPA and inspected regularly by the Health Department and they have not found anything to endanger the public health, safety, morals, comfort, or general welfare.

The special use will not be substantially injurious to the use and enjoyment of other property in the immediate vicinity for the purposes already permitted, nor substantially diminish and impair property values within the neighborhood. The Zoning classification of property within the general area of the property in question shall be considered in determining consistency with this standard. The proposed use makes adequate provisions for appropriate buffers, landscaping, fencing, lighting, building materials, open space and other improvements necessary to insure that the proposed use does not adversely impact adjacent uses and is compatible with the surrounding area and/or the County as a whole. The operation has been open since 1993 with some minor debris issues a long time ago and since then there have been no complaints or issues. Reasonable restrictions may be placed in the special use permit to address hours of operation, dust, and odor control measures. No evidence has been provided suggesting that property values have declined in the area since the facility commenced operations.

Adequate utilities, access roads and points of ingress and egress, drainage, and/or other necessary facilities have been or are being provided. The special use will not be adding any new utilities or roadways to the property. They will use the current access point onto Beecher Road which has a gate which will be closed unless the operation is open. State law and the Kendall County Zoning Ordinance require a Surface Water Management Plan.

The special use shall in all other respects conform to the applicable regulations of the district in which it is located, except as such regulations may in each instance be modified by the County Board pursuant to the recommendation of the Zoning Board of Appeals. This is true; no variances are requested, if the parking stalls depth are corrected.

The special use is consistent with the purpose and objectives of the Land Resource Management Plan and other adopted County or municipal plans and policies. This operation existed before the Land Resource Management Plan existed and the plan calls for the area to be residential which it could be when/if this operation ever ceases to exist.

RECOMMENDATION

Approval subject to the following conditions and assuming positive review of the Kendall County Stormwater Engineer; setbacks from the branch of the Rob Roy Drainage District were also noted at the hearing:

1. The facility shall comply with the conditions as they are listed in the applicable sections of the Kendall County Zoning Ordinance related to the composting of landscape waste and food waste, subject to the following:
 - a. The facility shall meet all Illinois Environmental Protection Agency requirements as identified in the applicable sections of the Kendall County Zoning Ordinance.
 - b. Operational personnel shall be present on site during all hours which the facility is open for the receipt of landscape waste.

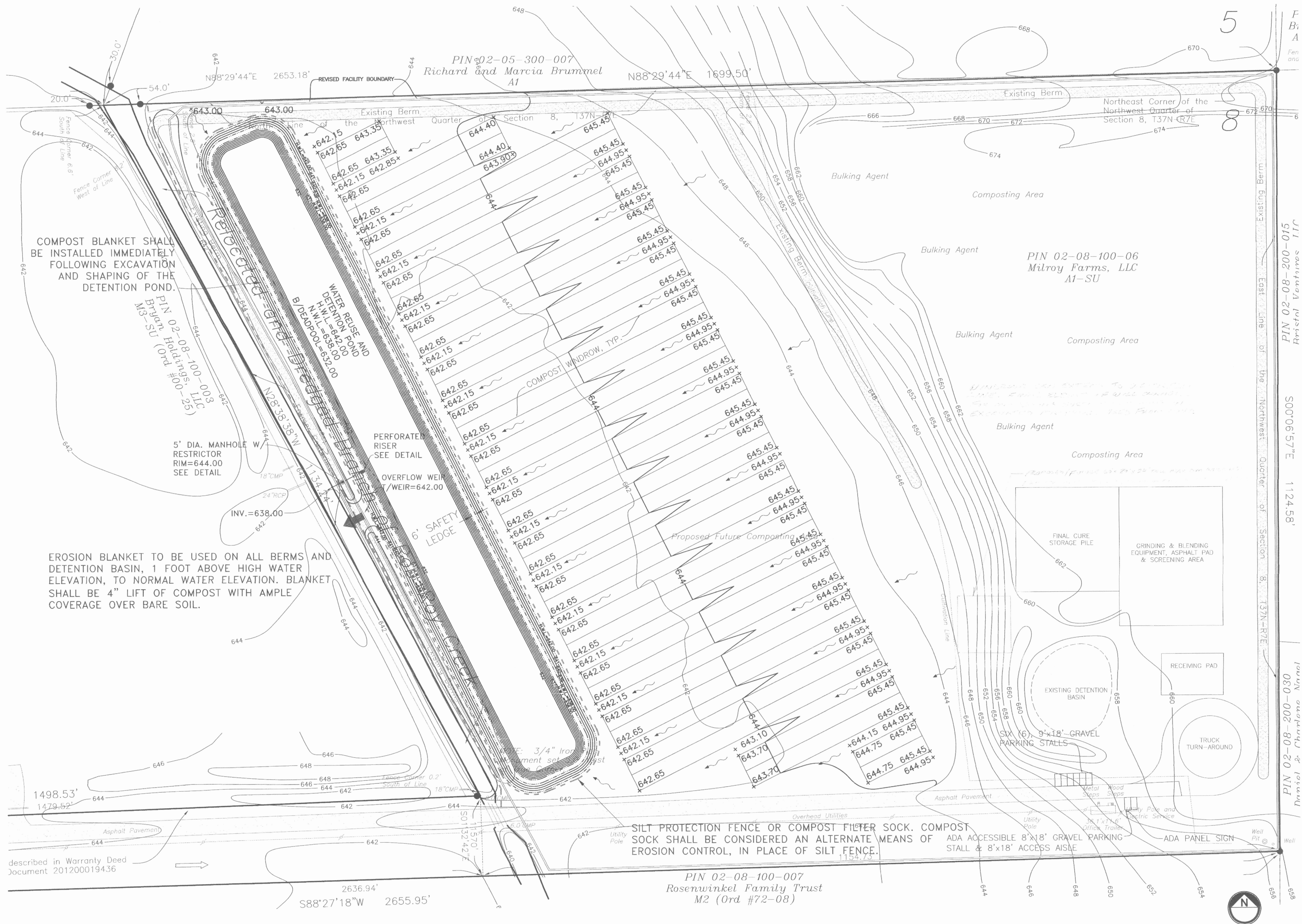
- c. The hours during which landscape waste may be received shall be 7:00 a.m. to 4:00 p.m. on Monday through Fridays and 7:00 a.m. to Noon on Saturdays. Processing operations shall cease after each day's receipts have been processed and placed in windrows, not to exceed three (3) additional hours.
 - d. The decibel levels at the property line shall not exceed Illinois Pollution Control Board standards.
 - e. Water samples shall be taken by an independent testing service and analyzed by an independent laboratory. The locations, methods and frequency of sampling and testing shall be approved by the Kendall County Environmental Health Department Director. The test results shall be sent to the Environmental Health Department within forty-five (45) days of sampling.
 - f. Soil samples shall be taken by an independent testing service and analyzed by an independent laboratory. The locations, methods and frequency of sampling and testing shall be approved by the Kendall County Environmental Health Department Director. The test results shall be sent to the Environmental Health Department within forty-five (45) days of sampling.
 - g. Authorized Kendall County personnel shall be allowed on site during business hours for inspection and testing.
 - h. The facility operator shall send up-to-date copies of the State permit and related documents including Operational Plan, Surface Water Management Plan, Pest Control Plan, Site Drawing, and an Annual Report to the County Solid Waste Coordinator.
 - i. Truck weights shall be limited to seventy-three thousand, two hundred eighty (73,280) pounds.
 - j. The operator shall provide weight receipts to Kendall County.
 - k. Off-site debris and trash generated by the site must be cleaned-up on a daily basis on surrounding properties with the owner's permission.
 - l. Implement strategies to manage potential odor issues such as maintaining proper carbon to-nitrogen ratios, maintaining moisture levels, and sufficient turning of compost piles to enhance decomposition.
 - m. Install water spraying systems or dust suppression equipment at critical points of dust generation. Regularly monitor moisture content and use sprinkler systems or misters to dampen the compost as needed.
2. The facility will be permitted to take in one hundred seventy-five thousand (175,000) cubic yards of source-separated landscape materials (i.e. brush, leaves, tree trimmings, grass and food waste).
 3. The site shall be developed substantially in accordance with the site plan provided that the parking stalls conform to the requirements of the Kendall County Zoning Ordinance and the owners of the business allowed by the special use permit may erect one (1) building a maximum of sixty foot by eighty foot (60'X80') in size with a maximum height of twenty-four feet (24') on the property, and the site plan shall be kept on file as an Exhibit attached hereto.
 4. A fifteen foot (15') buffer and a berm will be provided between the composting area and the United City of Yorkville's boundary to the east. The berm will be at least fifteen feet (15') wide and three feet (3') high. A twenty-five foot (25') wide berm at least three feet (3') in height will be provided near the western and northern property lines. The buffer landscaping will be composed primarily of pine, fir, and/or shade trees planted at spacing not to exceed forty feet (40') apart. Seedlings will be a minimum of six inches (6") in height. Specimen seedlings will be planted and the berm will be constructed within one (1) year of issuance of the special use permit ordinance. The Kendall

County Planning, Building and Zoning Committee may grant an extension to the deadline to install the berms and landscaping.

5. The facility operator shall maintain existing plantings on the berm and ditch.
6. The facility operator shall maintain the security gate, signage, and landscaping as indicated on the submitted documents. The locked gate shall restrict vehicle access during closed hours except that a "lock-box" shall allow access to emergency vehicles.
7. The facility operator shall maintain a sampling schedule as shown on the submitted documents dated March 11, 2008.
8. The County Solid Waste Coordinator shall maintain a log of complaints received on the facility. The phone number of the County Solid Waste Coordinator shall be added to a sign on the property that is visible from the street.
9. This special use Ordinance shall expire on December 1, 2033, and the petition for renewal shall be made prior to July 1, 2033.
10. If any Illinois Environmental Protection Agency (IEPA) violations or citations are received by the site operator/manager and/or parcel owner/manager they need to be submitted to the County Solid Waste Coordinator within thirty (30) days.
11. The operator of the business allowed by the special use permit shall follow the submitted Decommissioning Plan. The operator shall assume all of the responsibilities assigned to Green Organics in the plan. The Decommissioning Plan shall be kept on file in the site trailer office per EPA requirements and will be accessible to the Kendall County Health Inspector. The operator of the business allowed by the special use permit shall update the Kendall County Health Department within thirty (30) days of changes to the Decommissioning Plan.
12. The operator of the business allowed by the special use permit shall notify the Kendall County Planning, Building and Zoning Department within thirty (30) days of changes in operation manager. In addition, the operator of the business allowed by this special use permit shall provide contact information of the management operator annually by July 1st.
13. The operator of the business allowed by the special use permit shall ensure a host community agreement is in existence with the County prior to operations.
14. Ordinance 2014-04 and all previous special use permits and amendments to special use permits related to the operation of composting facility on the subject property are hereby repealed in their entirety.
15. All of the vehicles and equipment stored on the subject property related to the business allowed by the special use permit shall be maintained in good condition with no deflated tires and shall be licensed if required by law.
16. Any structures constructed, installed, or used related to the business allowed by this special use permit on the property shall not be considered for agricultural purposes and must secure applicable building permits.
17. At least one (1) water truck shall be onsite for dust control purposes.
18. The operator of the business allowed by this special use permit shall track wind direction and speed daily and add amendments to the composting materials if windrows are turned with winds blowing

towards populated areas.

19. The owners and operators of the business allowed by this special use permit acknowledge and agree to follow Kendall County's Right to Farm Clause.
20. The property owner and operator of the business allowed by this special use permit shall follow all applicable Federal, State, and Local laws related to the operation of this type of business.
21. Failure to comply with one or more of the above conditions or restrictions could result in the amendment or revocation of the special use permit.
22. If one or more of the above conditions is declared invalid by a court of competent jurisdiction, the remaining conditions shall remain valid.
23. This special use permit shall be treated as a covenant running with the land and are binding on the successors, heirs, and assigns as to the same special use conducted on the property.



REVISIONS

DATE	DESCRIPTION	DRAWN BY

ig CONSULTING, INC.
CONSULTING CIVIL ENGINEERS, PLANNERS & LAND SURVEYORS
300 WARDEN DRIVE, WHEELING, ILLINOIS 60090
1129 MAIN STREET UNION GROVE, WISCONSIN 53182

PH: (847) 215-1133
FX: (847) 215-1177
IG@igconsulting.net
TEL: (262) 878-6200

SITE DEVELOPMENT PLAN

SCALE: 1"=60'

DATE: 06/29/23

MILROY FARMS
1270 E. BEECHER ROAD
BRISTOL, ILLINOIS

PROJECT No.

13223C

4 of 6



MIDWEST
MATERIAL
MANAGEMENT
(847) 426-6354
- COMPOST FACILITY -
OPERATING HOURS: BY APPOINTMENT ONLY
MATERIALS ACCEPTED: LANDSCAPE WASTE
"COMRI CERTIFIED" COMPOST AVAILABLE
COMPLAINTS CONCERNING THIS FACILITY CAN BE
MADE TO: STEVE BERGLUND: 847-426-6354 OR
BUREAU OF LAND, ILLINOIS ENVIRONMENTAL PROTECTION
AGENCY, SPRINGFIELD, ILLINOIS: 217-524-3300
MAILING ADDRESS: 279 N. STATE ST. HAMPSHIRE, IL 60140



March 11, 2008

Mr. Joseph Mazza
[REDACTED]



Dear Mr. Mazza:

You requested confirmation of the sampling schedule that is used by Analytical Chemistry & Environmental Services, Inc. (AC&E Services, Inc.) at your compost facility in Bristol, Illinois.

The compost is tested according to 35 Illinois Administration Code (IAC) Section 830.507(a) for each 5000 tons shipped.

The well at the site is tested once per year in May in accordance with your current permit. The soil is tested once per year in September. Two composite soil samples are taken; one in the detention pond at the west side of the facility and one taken at the end of the windrows at the south end of the property. The testing is performed in accordance with your current permit.

I hope this answers your questions concerning your current testing requirements. If any further help is needed, do not hesitate to contact us.

Regards,

[REDACTED]
Terese M. Laciak
President

EXHIBIT C

TML/cab

cc: Steven B. Curatti, Director of Environmental Health, Kendall County

**Green Organics, Inc.
Kendall County, Illinois
Yard Debris Composting Facility
Normal and Pre-Mature Closure Plan**

The information contained herein describes the procedures and activities to perform normal closure of the Green Organics yard debris composting facility located at 1270 E. Beecher Rd. in Bristol Illinois 60512. Both normal and pre-mature closures are limited by the amount of time needed for complete composting of material (item 1). Complete composting takes no less than three months. During this time, composted debris will be shipped and sold to customers as before. Thus, these figures are a maximum cost of closure and a pre-mature closure plan is not any different from a normal closure plan. The land would be used for the farming of food crops or seeded, as necessary. The description and cost for each procedure/activity is defined below:

Description	Quantity	Unit	Unit Cost	Cost	Time to Complete	Comments
Complete composting and removal of remaining material	43000	cy	\$0.65	\$28,000	3 months	Assume three months operation to complete compost. Assume 50% of material - sold from facility and 50% of material shipped to customer (i.e. pay for hauling)
Disposal of non-compostables	10	cy	\$30	\$300	1 day	Assumes one dumpster. Includes cost to haul and dispose at licensed landfill facility
Regrade and level composting pad for farming	23	acre	\$1,000	\$23,000	.5 months	Assumes regrading to original elevations
Seeding - Class 7 Seed	23	acre	\$300	\$7,000	.25 months	Includes seeding and erosion control
Return control of land to owners for farming	1	LS	\$1,000	\$1,000	.5 months	
Total				\$60,000	4.25 months	

Yard debris or cured compost that cannot be removed from the site will be prepared for incorporation into the soil at the site, and, incorporated into the soil in accordance with State of Illinois Regulations for application of yard waste for agricultural use. The incorporation rate will not exceed the amount specified for the grasses or crops planted on the site.

Grading and leveling of the soil will be performed in accordance with agricultural Best Management Practices (BMP) to minimize soil erosion and/or soil loss.

All structures, signs and equipment used in the composting operation and for closure of the site will be removed once closure has been completed. Green Organics will notify the Illinois EPA of the closure within ninety days of the beginning of closure activities, or sooner if required by law. Once closure had been completed, Green Organics will notify the Illinois EPA within five business days that the closure has been completed.



Kendall County Agenda Briefing

Meeting Type: County Board Meeting

Meeting Date: 11/21/2023

Subject: Approval of a Host Agreement Between Kendall County and Milroy Farms, LLC Regarding the Composting Facility at 1270 E. Beecher Rod (PIN: 02-08-100-006) in Bristol Township

Prepared by: Matthew H. Asselmeier, AICP, CFM

Department: Planning, Building and Zoning

Action Requested:

Approval

Board/Committee Review:

PBZ Committee-Approval (4-0-1)

Fiscal impact:

N/A

Background and Discussion:

In 2014, the County Board granted a special use permit, with conditions, for the operation of a composting facility at the subject property. The County Board also approved a host agreement for the subject property. The host agreement expires December 1, 2023.

The proposed host agreement would also be for ten years. Changes were made connecting the host agreement to the current owner of the property. The agreement is not transferable without the consent of both parties. The tipping fees listed in Attachment B were also increased and an exemption to the tipping fees was granted to allow the materials on neighboring properties to be brought onto the property without paying the tipping fee for two years.

Staff Recommendation:

Approval

Attachments:

Proposed Host Agreement

HOST COMMUNITY AGREEMENT

THIS HOST COMMUNITY AGREEMENT (“Host Agreement” or “Agreement”) is entered into as of the 21st of November 2023, among the County of Kendall, Illinois (“County”) and Milroy Farms, LLC (“the Company”), an Illinois limited liability company with its principal place of business located in Kendall County, Illinois.

RECITALS

WHEREAS, the Company currently owns approximately 39.87 acres located on the east side of Beecher Road about 0.5 miles south of Galena Road, commonly known as 1270 E. Beecher Road (PIN #02-08-100-006,), in Bristol Township which property is more specifically described in the legal description set forth in Attachment A (the “Property”); and

WHEREAS, said Property is currently zoned A-1 Agricultural with an existing Special Use for the operation of a landscape and food waste composting site (hereinafter referred to as “the Facility”); and

WHEREAS, the County Board of Kendall County, Illinois did grant the original special use permit on October 19, 1993 (*see* Ordinance 1993-19) and also granted the Company’s, or the Company’s predecessor in interest’s, requests for renewal of the special use permit on August 19, 1997 (Ordinance 1997-13), on April 18, 2000 (Ordinance 2000-18) and on May 20, 2008 (Ordinance 2008-17);and

WHEREAS, on October 25, 2011, the Kendall County Zoning Administrator and Deputy Zoning Administrator granted the Company’s petition for a minor amendment to the special use permit to allow the Facility to accept and process food waste (Minor Amendment No. 10-25-11); and

WHEREAS, the County Board of Kendall County, Illinois did grant a renewal of the special use permit on March 19, 2014 (Ordinance 2014-04) and renewed the host agreement on the same date; and

WHEREAS, the Company recently filed a petition for a renewal and major amendment to their special use permit, which was signed by the Company and the Property owner, seeking the Company to continue operating the Facility but modifying the site plan to eliminate operations within the City of Yorkville, adjusting the site plan; and adding new conditions to the Property (*see* Petition 23-26); and

WHEREAS, if the County grants Company's petition to amend the special use permit and the Illinois Environmental Protection Agency ("the Agency") issues all appropriate and necessary permits for the continued development and operation of the Facility on the Property, the Company is willing to afford certain benefits as set forth herein to the County; and

NOW, THEREFORE, for and in consideration of the mutual covenants contained herein, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Company and the County hereby agree as follows:

ARTICLE 1. GENERAL

1.1 Incorporation of Recitals. The above recitals are incorporated as part of this Agreement as though fully set forth herein.

1.2 Property. This Agreement encompasses and relates to the Property, as legally described in Attachment A. Any further or future requests for expansion of the Facility, whether on the Property or located elsewhere in the County, is not encompassed by this Agreement and will be the subject matter of a separate Host Agreement, or a supplement to this Agreement, as later determined by the parties to this Agreement.

1.3 Effective Date. This Agreement shall be effective upon acceptance of its terms by the Kendall County Board.

1.4 Expiration Date. This Agreement shall expire on **December 1, 2033**. If environmental permitting is not achieved and maintained throughout the term of the Agreement or if the Facility ceases to be operational for any other reason, this Agreement shall expire thirty (30) calendar days after written notification of termination from the Company to the County. Any petition for renewal of this Agreement and the Property's special use permit shall be submitted to the County on or before the close of business on **June 30, 2033**. This Agreement may be terminated by the County for any other reason upon written notice delivered to the Company at least sixty (60) calendar days prior to the effective date of termination. Termination of the Agreement will not adversely impact the special use approval and composting operations shall be allowed to continue. No penalties or early termination charges shall be required upon County's early termination of the Agreement.

ARTICLE 2. DEFINITIONS

Whenever used in this Agreement, the following terms shall have the following meanings unless a different meaning is required by the context:

2.1. **"Act"** refers to the Illinois Environmental Protection Act, 415 ILCS 5/1 *et. seq.*, the Illinois Pollution Control Board regulations issued pursuant thereto and relevant permit requirements the Agency may in the future issue with respect to the Facility.

2.2. **"Agency"** and **"IEPA"** refer to the Illinois Environmental Protection Agency.

2.3. **"Agreement"** or **"Host Agreement"** refer to this Agreement and the provisions contained herein.

2.4. **“Authorized Waste”** means landscape and food waste that the Facility is authorized to accept and compost pursuant to the terms of the Facility’s IEPA permit and the terms of this Agreement.

2.5. **“Board”** refers to the Kendall County Board.

2.6. **“County”** refers to the County of Kendall, Illinois.

2.7. **“Host Community Fee”** refers to the fee paid to the County, for the benefit of the County, as set forth in this Agreement;

2.8. **“Landscape waste”** refers to landscape waste as defined in Section 5/3.270 of the Act.

2.9. **“Unauthorized Waste”** refers to any other form of waste that is not expressly authorized pursuant to the terms of the Facility’s IEPA permit and the special use permit issued for the Property.

ARTICLE 3. COMMITMENTS AND GUARANTEES

3.1. Operational Commitment. The Company commits that it will be the sole operator of the Facility and will not transfer its lease of the Property or assign its rights and obligations to operate related to the Facility, including any component thereof, without the written approval of the Board.

3.2. Covenant Guarantee. The parties acknowledge their mutual intent at the time of entering into this Agreement to create a covenant running with the land in favor of the County and that the obligations stated in this Agreement touch and concern the use of the Property. It is the intent of the parties hereto that the Company’s obligation to make payments pursuant to this Agreement is and shall be a covenant running with the Property and is and shall be binding upon transferees, successors, assigns, and subsequent tenants and owners of the Property, and is and

shall be a lien upon the Property. Said covenant shall benefit the County and its successors, transferees, and assigns. The Company agrees the County may prepare, and the Company shall promptly execute duplicate originals of the Host Agreement and record such Host Agreement in the Kendall County Recorder's Office.

ARTICLE 4. OPERATIONS

4.1. Authorized Waste. The Facility shall accept only Authorized Waste. The Facility shall comply with all relevant regulations and IEPA permits relative to load checking and waste acceptance.

ARTICLE 5. ENVIRONMENTAL PROTECTIONS

5.1. Compliance. At all times in connection with the operation of the Facility, the Company shall comply with all laws, ordinances, rules, regulations and permits of any applicable Federal, State or local governmental agency or authority relating to the operation of the Facility. At all time in connection with the operation of the Facility, the Company shall also comply with all provisions of the Property's special use permit and all conditions listed in the applicable sections of the Kendall County Zoning Ordinance pertaining to composting of landscape waste and food waste as it currently exists and as it may be amended in the future. The County will continue to provide all inspections and testing for the Facility. The Company shall provide the Kendall County Solid Waste Coordinator with notice of all complaints received about the Facility and a copy of all documents requested by the Kendall County Solid Waste Coordinator regarding the complaints. The Kendall County Solid Waste Coordinator shall maintain a log of all complaints received about the Facility.

5.2. Indemnification. The Company agrees to indemnify, hold harmless and defend with counsel of the County's own choosing, the County, and its Board members, elected

officials, agents, servants, and employees, from and against any and all lawsuits, claims, demands, liabilities, losses and expenses (including court costs, litigation expenses and attorney's fees) for or on the account of any injury to any person or any death at any time resulting from such injury, or any damage to property or the environment, or any other damage of any type, kind or sort which may arise or which may have been alleged to have arisen out of or in connection with the Property's special use permit or this Agreement.

5.3. Third Party Claims. Promptly after receipt by the County, or municipality within the County, of notice of any claim, action, suit or proceeding by any person who is not a party to this Agreement which is subject to indemnification hereunder, the County or such municipality shall provide reasonable notice to the Company.

5.4. Insurance. The Company shall obtain and maintain all insurance coverage required by the EPA. In the event the EPA ceases to require the Company to maintain insurance coverage, the Company shall promptly notify the County and the parties shall amend this Agreement to include insurance coverage requirements.

ARTICLE 6. HOST COMMUNITY FEES AND BENEFITS

6.1. Host Fees. On a monthly basis, the Company shall pay a Host Community Fee to the County pursuant to the Host Fee Schedule set forth in "Attachment B", which is attached hereto, for all waste received by the Facility.

6.2. Payment Form. Each Host Community Fee payment shall be accompanied by a form prescribed by the County stating the weight of authorized waste accepted at the Facility during the payment period; a copy of all weight receipts for the Facility during the payment period; and all such other information as may be necessary for the County to assure compliance

with this Agreement. The form shall be signed by the Facility's operator or his authorized representative.

6.3. Books and Records. The Company shall keep complete and accurate books and records relating to the determination of the fees owed under Article 6 of this Agreement, in an auditable form. The Company shall permit the County's designated representatives access to such books and records for inspection and photocopying, during the Facility's normal business hours. In the event that such inspection reveals any underpayment(s) of the host fee, the Company shall promptly pay to the County the amount(s) of such underpayment(s) due and owing to the County, and reimburse the County for its costs and expenses of such inspection and, if necessary, collection, including any professional and technical fees in connection therewith.

ARTICLE 7. REMEDIES

7.1. Remedies. In the event of any default or breach by the Company of their obligations set forth in this Agreement, the County may bring an action to enforce this Agreement and seek any and all relief available at law or in equity. The Company shall reimburse the County for its reasonable attorneys' fees and costs (including fees for expert witnesses and consultants) incurred in enforcing this Agreement.

7.2. Remedies Not Exclusive. No right, power or remedy conferred upon or reserved to any Non-Defaulting Party under this agreement or under law shall be considered exclusive of any other right, power or remedy, but such rights, powers and remedies shall be cumulative and shall be addition to every other right, power and remedy given hereunder or now or hereafter available at law or in equity or by statute or otherwise, and every right, power and remedy given by this Agreement to any Non-Defaulting Party may be exercised from time to time and as often as occasion may arise or as may be deemed expedient, without precluding an Non-Defaulting

Party's simultaneous or later exercise of any or all other rights, powers or remedies, including, by way of example, the right of the County to file a complaint with the IPCB alleging a violation of the Act. No delay or omission of the Non-Defaulting Party to exercise any right, power or remedy arising from an default or breach hereof on the part of the Defaulting Party shall impair any such right, power or remedy or shall be construed to be a waiver of any such default or breach or any acquiescence therein.

ARTICLE 8. MISCELLANEOUS

8.1. Notice. Any notice to be given hereunder by either party to another shall be in writing and be sent by personal delivery, by overnight delivery service or by registered or certified mail, postage prepaid, return receipt requested, and shall be deemed communicated when delivered or after four (4) business days from the date of mailing, whichever is earlier. Notice shall be addressed as set forth below, but each party may change its address by written notice to the others.

To the County: Kendall County
 111 West Fox Street
 Yorkville, Illinois 60560-1498
 Attention: County Clerk

with a copy to: Kendall County Courthouse
 Office of the Kendall County State's Attorney's Office
 807 West John Street
 Yorkville, Illinois 60560
 Attention: Kendall County State's Attorney

Kendall County Planning, Building & Zoning Department
111 W. Fox Street
Yorkville, Illinois 60560
Attention: Director

To the Company: Milroy Farms, LLC
 287 Woodstock Avenue
 Glen Ellyn, IL 60137

Attention: Jeff Milroy

8.2. Entire Agreement and Modification of Agreement. This Agreement constitutes the entire agreement of the parties hereto relating to the subject matter hereof, and all prior communications, discussions, understandings and agreements are hereby merged herein. This Agreement may not be modified except in writing acknowledged by all parties to the Agreement.

8.3. Caption. Captions of the Articles, Sections and Sub-Sections of this Agreement are for convenience of reference only, and the words contained therein shall in no way be held to explain, modify, amplify or aid in the interpretation, construction or meaning of the provisions of this Agreement.

8.4. Governing Law and Forum for Litigation. This Agreement shall be governed by and construed in accordance with the laws of the State of Illinois. Any litigation filed by any party hereto against any other party hereto and involving this Agreement shall be filed in the Circuit Court for the Twenty-Third Judicial Circuit, Kendall County, Illinois.

8.5. Severability. The provisions of this Agreement shall be deemed to be severable, and the invalidity or unenforceability of any one provision shall not affect the validity and enforceability of the other provisions hereof.

8.6. Binding Effect. This Agreement shall inure to the benefit of, and be binding upon, the parties hereto and their respective successors and assigns.

8.7. Force Majeure. No party hereto shall be deemed to be in default or to have breached any provision of this Agreement, as a result of any delay, failure in performance or interruption of services resulting directly or indirectly, from new technology that substantially reduces the amount of waste available for disposal at the Facility, acts of God, acts of civil or military authority, civil disturbance, war, acts or orders of any governmental entity, riots, or any

governmental action that prevents the Company from meeting its minimum guarantee set forth herein. The Company's inability to satisfy the guaranteed minimum Host Community Fee due to its own action does not constitute a *force majeure* event hereunder. Such aforementioned government actions include, but are not limited to, restrictions on operations imposed due to non-compliance with applicable legal requirements or involuntary reduction of waste receipts by the Company for reasons not otherwise set forth in this Agreement or any other Agreement of the parties. The closure or suspension of operations at the Facility by government action does not constitute a *force majeure* event under this section where the closure or suspension is the result of (a) a court of competent jurisdiction (or IPCB) finding that the Company willfully or recklessly violate the Act; (b) IEPA finding in an order issued pursuant to §34 of the Act that the Company willfully or recklessly violated the Act, which order was not appealed by the Company; or (c) the Company admitting to willfully or recklessly violating the Act. In the event a *force majeure* event does prevent the Company from meeting its guaranteed minimum Host Community Fee, the Company shall exercise commercially reasonable efforts to maximize the delivery of waste to the Facility.

8.8. Non Third-Party Beneficiaries. Nothing in this Agreement, whether expressed or implied, is intended to confer any rights or remedies under or by reason of this Agreement on any persons or entities other than the parties and their respective successors and assigns, nor shall any provision give any third persons or entities any right or rights of action against any party to this Agreement.

8.9. Authorization. Each of the parties hereto represent to the others that the individual(s) executing this Agreement on its behalf are duly authorized and empowered to bind such party.

8.10. Conflict of Interest. The parties represent, to the best of their knowledge and belief, that no member or employee of the County and no other public official who exercises any functions or responsibilities in the review or approval of the undertaking or carrying out this Agreement has any direct personal or financial interest in the Agreement or in the proceeds thereof. If any County officer or elected official does have a direct or indirect pecuniary interest in Company or this Agreement, that interest, and the procedure followed to effectuate this Agreement has a will comply with 50 ILCS 105/3.

8.11. Execution of Additional Documents. Each of the parties hereto agree to execute and deliver to the other party any and all documents that may be necessary or appropriate to effectuate the terms of this Agreement whether on or after the Effective Date, including but not limited to execution and recordation of the Agreement.

8.12. Counterparts. This Agreement may be executed in counterparts, and each such counterpart shall constitute one and the same instrument.

8.13. Non-Discrimination. The Company shall not, in the performance of this Agreement, discriminate or knowingly permit discrimination against any person on account of sex, race, age, creed, color, national origin, or political or religious opinion or affiliation and shall comply with all relevant state and federal laws concerning discrimination and equal opportunity.

8.14. Reservation of Police Powers. The County reserves all its power and authority, including the power to tax and zone the Property except that the County agrees not to impose fees or taxes specific to the disposal of authorized waste on the Property other than as provided in this Agreement.

8.15. Waiver. Any waiver of a right, power or remedy under this Agreement must be in writing and accompanied by legal opinion stating (a) the signing party has the power and authority to waive the right, power or remedy under this Agreement; (b) the person(s) signing the waiver on behalf of the waiving party has been properly authorized to do so; and (c) the waiver has been duly authorized, executed, and delivered by the waiving party and constitutes the valid and binding amendment of this Agreement of the signing party and is enforceable against the signing party in accordance with its terms.

8.16. Certification. Company certifies that Company, its parent companies, subsidiaries, and affiliates are not barred from entering into this Agreement as a result of a violation of either 720 ILCS 5/33E-3 or 5/33E-4 (bid rigging or bid rotating) or as a result of a violation of 820 ILCS 130/1 *et seq.* (the Illinois Prevailing Wage Act). Company further certifies by signing the Contract documents that Company, its parent companies, subsidiaries, and affiliates have not been convicted of, or are not barred for attempting to rig bids, price-fixing or attempting to fix prices as defined in the Sherman Anti-Trust Act and Clayton Act. 15 U.S.C. § 1 *et seq.*; and has not been convicted of or barred for bribery or attempting to bribe an officer or employee of a unit of state or local government or school district in the State of Illinois in that Officer's or employee's official capacity. Nor has Company made an admission of guilt of such conduct that is a matter of record, nor has any official, officer, agent, or employee of the company been so convicted nor made such an admission.

8.17. Compliance with State and Federal Laws. Company agrees to comply with all applicable federal, state and local laws and regulatory requirements and to secure such licenses as may be required for its employees and to conduct business in the state, municipality, county and location. Such obligation includes, but is not limited to, environmental laws, civil rights

laws, prevailing wage and labor laws. It is understood and agreed to by the parties that all contracts entered into by a government body, such as Kendall County, are open to public review and as such will be on file with the County Clerk's office and may be discussed in open session pursuant to the Illinois Open Meetings Act (5 ILCS 120/1 et seq.) and/or may be released pursuant to the Illinois Freedom of Information Act (5 ILCS 140/1 et seq.).

8.18. Authority to Execute Agreement. The County and Company each hereby warrant and represent that their respective signatures set forth below have been and are on the date of this Agreement duly authorized by all necessary and appropriate corporate and/or governmental action to execute this Agreement.

8.19. Assignment. Neither party shall assign, sublet, sell, or transfer its interest in this Agreement without prior written consent of the other.

IN WITNESS WHEREOF, the parties hereto have executed this instrument on the day and year first above written.

COUNTY OF KENDALL, ILLINOIS

MILROY FARMS, LLC

By: _____
Matt Kellogg
Kendall County Board Chairman

By: _____
Jeff Milroy
President

Legal Description of Milroy Farms LLC Parcel

Parcel 02-08-100-006

That part of the Northwest Quarter of Section 8, Township 37 North, Range 7 East of the Third Principal Meridian, being described as follows: Commencing at the Northwest Corner of said Quarter Section; thence north $88^{\circ} 29' 44''$ East along the North Line of said Northwest Quarter, 953.68 feet to a point in the center line of a branch of Rob Roy Creek for the point of beginning; thence continuing North $88^{\circ} 29' 44''$ East along said North Line, 1699.50 feet to the Northeast Corner of said Northwest Quarter; thence South $00^{\circ} 06' 57''$ East along the East Line of said Northwest Quarter, 1124.58 feet; thence South $88^{\circ} 27' 18''$ West, 2655.95 feet to a point on the West line of said Northwest Quarter; that is 1126.52 feet Southerly of the Northwest Corner of said Northwest Quarter; thence North $00^{\circ} 01' 23''$ East along said West line, 100.0 feet; thence North $87^{\circ} 51' 12''$ East, 1498.53 feet to a point in the center line of a branch of Rob Roy Creek; thence North $28^{\circ} 38' 38''$ West along said center line, 1134.24 feet to the point of beginning in Bristol Township, Kendall County, Illinois.

ATTACHMENT B

HOST FEE SCHEDULE

The Company shall pay a host fee to Kendall County on a monthly basis and shall provide all weight receipts to Kendall County with each host fee payment. The host fee schedule shall be as follows:

Date to Begin	Fee Per Ton of Landscape Waste Received
Effective date of Ordinance (December 1, 2023)	\$0.90
December 1, 2026	\$0.95
December 1, 2029	\$1.00

100% of the host fees are to be paid to Kendall County.

The piles of materials presently located on PINs 02-08-200-015 and 02-08-200-030 may be hauled onto the subject property without paying the above host fee for a period of two years commencing on December 1, 2023.



Kendall County Agenda Briefing

Meeting Type: County Board Meeting

Meeting Date: 11/21/2023

Subject: Approval of Petition 23-30, a Request from Michael R. and Darla J. Cappellett of a Plat of Vacation of Two Five Foot Drainage and Utility Easements on the Common Boundary Line of Lots 65 and 66 of Whitetail Ridge Subdivision More Commonly Known as 6145 Whitetail Ridge Drive, Yorkville and Identified by Parcel Identification Number 05-12-226-013 in Kendall Township; Property is Zoned RPD-2

Prepared by: Matthew H. Asselmeier, AICP, CFM

Department: Planning, Building and Zoning

Action Requested:

Approval with Conditions

Board/Committee Review:

ZPAC-Approval with Conditions (6-0-4); Kendall Township-No Comments; Yorkville-Approval; Bristol-Kendall Fire-No Comments; PBZ Committee-Approval (4-0-1)

Fiscal impact:

N/A

Background and Discussion:

A ten foot (10') drainage and utility easement presently exists between Lots 65 and 66 in Whitetail Ridge Subdivision. The Petitioners own the subject lots and would like to construct an addition to the home in the area of the existing easement.

No objections were received from the utilities, the HOA, or WBK Engineering.

Staff Recommendation:

Approval with Conditions

Attachments:

Proposed Vacation Ordinance

ORDINANCE NUMBER 2023-_____

**APPROVING A PLAT OF VACATION OF TWO FIVE FOOT DRAINAGE AND UTILITY
EASEMENTS ON THE COMMON BOUNDARY LINES OF LOTS 65 AND 66 OF WHITETAIL
RIDGE SUBDIVISION MORE COMMONLY KNOWN AS 6145 WHITETAIL RIDGE DRIVE
YORKVILLE AND IDENTIFIED BY PARCEL IDENTIFICATION
NUMBER 05-12-226-013 IN KENDALL TOWNSHIP**

WHEREAS, Section 7.06 of the Kendall County Subdivision Control Ordinance permits the Kendall County Board to approve plats of vacation and provides the procedure through which plats of vacation are approved; and

WHEREAS, the two five-foot drainage and utility and easements which are the subject of this Ordinance were established by Ordinance 2005-16 which granted approval of a final plat of Whitetail Ridge Subdivision and was approved by the Kendall County Board on March 1, 2005, and

WHEREAS, the final plat of Whitetail Ridge Subdivision was recorded in the Kendall County Recorder of Deeds Office on June 9, 2005, and

WHEREAS, two five-foot drainage and utility easements which are the subject of this Ordinance are located along and parallel to the shared property line of Lots 65 and 66 in Whitetail Ridge Subdivision. The legal descriptions of the easements are set forth in Exhibit A attached hereto and incorporated by reference; and

WHEREAS, in 2020, Lots 65 and 66 in the Whitetail Ridge Subdivision were merged into one parcel identification number; and

WHEREAS, on or about August 7, 2023, Michael R. and Darla J. Cappellett acquired ownership of Lots 65 and 66 of Whitetail Ridge Subdivision and the property presently identified by Parcel Identification Number 05-12-226-013 and is addressed as 6145 Whitetail Ridge Drive, Yorkville; and

WHEREAS, on or about September 18, 2023, Michael R. and Darla J. Cappellett, hereinafter referred to as "Petitioners," filed a petition for approval of a plat of vacation of two five-foot drainage and utility easements located along the property line of Lots 65 and 66; and

WHEREAS, on October 3, 2023, the Kendall County Zoning, Platting and Advisory Committee has reviewed this petition and has forwarded to the Kendall County Board a recommendation of approval; and

WHEREAS, on November 13, 2023, the Kendall County Planning, Building and Zoning Committee of the Kendall County Board has reviewed the information presented and recommendation of the Kendall County Zoning, Platting and Advisory Committee, and has forwarded to the Kendall County Board a recommendation of approval of the requested plat of vacation; and

WHEREAS, the Kendall County Board has considered the recommendation of the Planning, Building and Zoning Committee and the recommendation of the Kendall County Zoning, Platting and Advisory Committee, and has determined that said petition is in conformance with the provisions and intent of the Kendall County Zoning Subdivision Control Ordinance and other applicable Ordinances; and

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

1. The Kendall County Board hereby grants approval of Petitioners' petition for plat of vacation of the easements legally described in Exhibit A attached hereto and shown on the site plan attached hereto as Exhibit B Plat of Vacation of Easement.
2. Certificates indicating approval of the vacation by the applicable utilities shall be added to the recorded Plat of Vacation.
3. Lots 65 and 66 of Whitetail Ridge Subdivision shall not be sold as individual lots upon the successful recording of the Plat of Vacation with certificates of approval from the applicable utilities.
4. One (1) single-family residence may be constructed on Lots 65 and 66 of Whitetail Ridge Subdivision combined.
5. This vacation shall become effective upon the successful recording of the Plat of Vacation in the timeframe outlined in Section 7.06.H of the Kendall County Subdivision Control Ordinance unless an extension is granted by the Kendall County Board.

IN WITNESS OF, this ordinance has been enacted by a majority vote of the Kendall County Board and is effective this 21st day of November, 2023.

Attest:

Kendall County Clerk
Debbie Gillette

Kendall County Board Chairman
Matt Kellogg

LEGAL DESCRIPTION OF EASEMENT TRACT:

The Westerly 5.0 feet of Lot 65 (except the Northerly 10.0 feet and the Southerly 15.0 feet thereof) and the Easterly 5.0 feet of Lot 66 (except the Northerly 10.0 feet and the Southerly 15.0 feet thereof) all in Whitetail Ridge Subdivision in Kendall and Na-Au-Say Townships, Kendall County, Illinois, according to the Plat thereof recorded June 9, 2005 as Document No. 200500015985.

PROPERTY LOCATION:

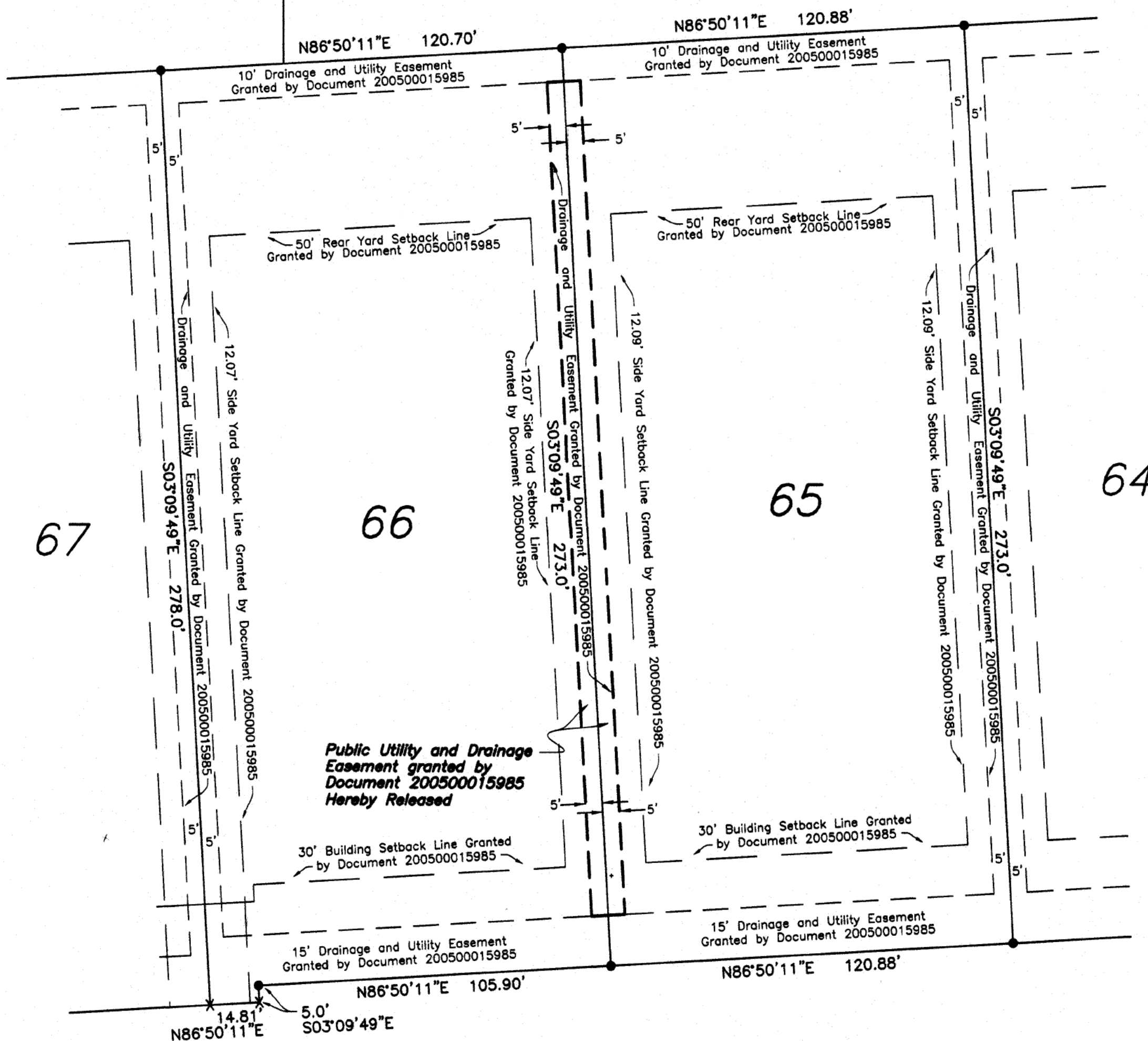
PIN 05-12-226-0163
6145 Whitetail Ridge Drive
Yorkville, Illinois 60560

PLAT OF EASEMENT RELEASE
LOTS 65 AND 66 WHITETAIL RIDGE SUBDIVISION
KENDALL AND NA-AU-SAY TOWNSHIPS KENDALL COUNTY ILLINOIS

ILLINOIS

SCALE
1"=30'

- Indicates Iron Stake Found
○ Indicates Iron Stake Set
X Indicates Cross in Concrete



Whitetail Ridge Drive

Commonwealth Edison Company

The Release of the Easements shown hereon are approved and accepted,

this ____ day of _____, A.D. 20____.

By: _____
Signature

By: _____
Print Name

Title: _____

Ameritech

The Release of the Easements shown hereon are approved and accepted,

this ____ day of _____, A.D. 20____.

By: _____
Signature

By: _____
Print Name

Title: _____

Comcast

The Release of the Easements shown hereon are approved and accepted,

this ____ day of _____, A.D. 20____.

By: _____
Signature

By: _____
Print Name

Title: _____

Nicor

The Release of the Easements shown hereon are approved and accepted,

this ____ day of _____, A.D. 20____.

By: _____
Signature

By: _____
Print Name

Title: _____

LEGAL DESCRIPTION OF EASEMENT TO BE RELEASED:

The Westerly 5.0 feet of Lot 65 (except the Northerly 10.0 feet and the Southerly 15.0 feet thereof) and the Easterly 5.0 feet of Lot 66 (except the Northerly 10.0 feet and the Southerly 15.0 feet thereof) all in Whitetail Ridge Subdivision in Kendall and Na-Au-Say Townships, according to the Plat thereof recorded June 9, 2005 as Document No. 200500015985.

SURVEYOR'S CERTIFICATE

State of Illinois }
County of Kendall } SS

I, Phillip D. Young, an Illinois Professional Land Surveyor and an officer of Phillip D. Young and Associates, Inc., state that I have prepared this Plat of Easement Release for the property described hereon.

Dated October 23, 2023 at Yorkville, Illinois

Phillip D. Young
Illinois Professional Land Surveyor No. [REDACTED]
(Expires 11/30/24)



OWNER'S CERTIFICATE

State of Illinois }
County of Kendall } SS

This is to certify that we, Michael R. Cappellett and Darla J. Cappellett, husband and wife, are the owners of the property described hereon, and do willingly accept and approve the easement release described hereon.

Dated at _____, Illinois

this ____ day of _____, A.D. 20____.

Michael R. Cappellett

Darla J. Cappellett

NOTARY'S CERTIFICATE

State of Illinois }
County of Kendall } SS

I, _____, a Notary Public in and for the County and State aforesaid, to hereby certify that Michael R. Cappellett and Darla J. Cappellett, who are personally known to me to be the same persons whose names are subscribed to the foregoing Owner's Certificate, appeared before me this day, in person, and acknowledged the execution of the annexed Plat and accompanying instruments for the uses and purposes therein set forth as their own free and voluntary act.

Given under my hand and notarial seal,

this ____ day of _____, A.D. 20____.

Notary Public
My commission expires _____

COUNTY BOARD CERTIFICATE

State of Illinois }
County of Kendall } SS

Approved by the County Board of Kendall County, Illinois, this ____ day of _____, A.D. 20____.

Chairman of County Board

County Clerk

COUNTY RECORDER CERTIFICATE

State of Illinois }
County of Kendall } SS

This Instrument No. _____ was filed for record in the Recorder's Office of Kendall County, aforesaid, on the ____ day of _____, A.D. 20__ at _____ o'clock ____M.

Kendall County Recorder

JOB NO. 23118
JOB NAME CAPPELLETT
DWG FILE 23118C

Phillip D. Young and Associates, Inc.
LAND SURVEYING - TOPOGRAPHIC MAPPING - Lic.#184-002775

1107B South Bridge Street
Yorkville, Illinois 60560
Telephone (630)553-1580



Kendall County Agenda Briefing

Meeting Type: County Board Meeting
Meeting Date: 11/21/2023
Subject: Approval of 2023 Noxious Weed Annual Report
Prepared by: Matthew H. Asselmeier, AICP, CFM
Department: Planning, Building and Zoning

Action Requested:

Approval

Board/Committee Review:

PBZ Committee-Approval (4-0-1)

Fiscal impact:

N/A

Background and Discussion:

Kendall County is required by Illinois law to submit a Noxious Weed Annual Report to the State by December 1st of each year.

During 2023, the Kendall County, Planning, Building and Zoning Department received one (1) complaint of noxious weeds. In 2022, 2021, and 2020, the Department received zero (0) complaints.

Staff Recommendation:

Approval

Attachments:

Proposed Report



KENDALL COUNTY NOXIOUS WEED ANNUAL REPORT 2023

As required by the Illinois Noxious Weed Law (505 ILCS 100), the County of Kendall submits the following Annual Report from November 1, 2022 to October 31, 2023.

During the reporting period:

1. Kendall County sent letters to each township and municipality located within Kendall County asking that they report noxious weed cases and investigations to the Kendall County Planning, Building and Zoning Department. A copy of the letter is attached.
2. Kendall County received one (1) complaints of noxious weeds within the unincorporated area of the County at the Northwest Corner of Route 47 and Newark Road. The warning notice was mailed to the property owner on October 30, 2023.
3. The Village of Oswego received thirty-seven (37) complaints of noxious weeds within the Village's limits as outlined in the attached letter dated September 12, 2023.
4. Kendall County received zero (0) requests for assistance in the investigation of noxious weed infestations.
5. Kendall County eradicated zero (0) acres of noxious weeds.
6. Kendall County quarantined zero (0) acres of property.
7. Kendall County received zero (0) requests for advice from persons responsible for controlling and eradicating noxious weeds.
8. Kendall County published zero (0) notice to individuals regarding noxious weeds.
9. Kendall County published the General Notice in the Kendall County Record on March 2, 2023. A copy of the Certificate of Publication is attached.
10. Kendall County prepared and adopted a Comprehensive Work Plan for 2024.
11. Kendall County cooperated, when requested, with Federal, State and local authorities in carrying out the provisions of the Illinois Noxious Weed Law.

This Noxious Weed Annual Report was approved by the Kendall County Board on November 21, 2023.

Respectively Submitted,

Matt Kellogg
Kendall County Board Chairman

Date

Encs: August 28, 2023 Letter to Municipalities and Townships
General Notice Certificate of Publication
September 12, 2023 Village of Oswego Letter
Warning Letter to Owner at the Northwest Corner of Route 47 and Newark Road



DEPARTMENT OF PLANNING, BUILDING & ZONING

111 West Fox Street • Room 204

Yorkville, IL • 60560

(630) 553-4141

Fax (630) 553-4179

August 28, 2023

RE: Illinois Noxious Weed Law

Dear Township Supervisors and Mayors:

Kendall County is preparing to work on its annual report and comprehensive work plan as required by the Illinois Noxious Weed Law (505 ILCS 100). In order to comply with State law, we request that you inform us of any noxious weed cases that you received over the last twelve months, the location of the complaint and if the complaint was resolved. Please send this information to Matthew Asselmeier, Kendall County Planning Director, 111 W. Fox Street, Yorkville, IL 60560 or masselmeier@kendallcountyil.gov by **October 2, 2023**.

We do not request that you undertake any additional work related to the enforcement of the Illinois Noxious Weed Law or that you alter your procedures for processing noxious weed complaints except that you inform us of noxious weed complaints.

Kendall County hopes to partner with each township and municipality in order to comply with this law. A list of State of Illinois recognized noxious weeds is included with this letter.

If you have any questions, please contact Mr. Asselmeier at 630-553-4139.

Sincerely,

Matt Kellogg, Chairman
Kendall County Board

Enc: List of Noxious Weeds

Section 220.60 Noxious Weeds

The following plants within the sovereign territory of the State of Illinois are designated and declared noxious weeds:

- a) Marihuana (*Cannabis sativa* L.);
- b) Giant Ragweed (*Ambrosia trifida* L.) within the corporate limits of cities, villages, and incorporated towns;
- c) Common Ragweed (*Ambrosia artemisiifolia* L.) within the corporate limits of cities, villages, and incorporated towns;
- d) Canada Thistle (*Cirsium arvense*);
- e) Perennial Sowthistle (*Sonchus arvensis*);
- f) Musk Thistle (*Carduus nutans*);
- g) Perennial members of the sorghum genus, including johnsongrass (*Sorghum halepense*), sorghum alnum, and other johnsongrass X sorghum crosses with rhizomes; and
- h) Kudzu (*Pueraria lobata*).

(Source: Amended at 26 Ill. Reg. 14644, effective September 23, 2002)

Certificate of the Publisher

Kendall County Record

Description: NOXIOUS WEED LAW
2052418

KENDALL COUNTY PLANNING, BUILDING, ZONING
ROOM 203
111 W. FOX STREET
YORKVILLE IL 60560

Shaw Media certifies that it is the publisher of the Kendall County Record. The Kendall County Record is a secular newspaper, has been continuously published weekly for more than fifty (50) weeks prior to the first publication of the attached notice, is published in the City of Yorkville, County of Kendall, State of Illinois, is of general circulation throughout that county and surrounding area, and is a newspaper as defined by 715 ILCS 5/5.

A notice, a true copy of which is attached, was published 1 time(s) in the Kendall County Record, namely one time per week for one successive week(s). Publication of the notice was made in the newspaper, dated and published on 03/02/2023

This notice was also placed on a statewide public notice website as required by 5 ILCS 5/2.1.

In witness, Shaw Media has signed this certificate by Laura Shaw, its publisher, at Yorkville, Illinois, on 2nd day of March, A.D. 2023

Shaw Media By:



Laura Shaw, Publisher

Account Number



Amount \$114.70

PUBLIC NOTICE

NOTICE IS HEREBY GIVEN PURSUANT TO THE "ILLINOIS NOXIOUS WEED LAW" to the owners, occupants, agents and public officials in charge or control of any land in Kendall County that they are required to control or eradicate all NOXIOUS WEEDS growing upon land under their control prior to the blooming, maturing of seed or other propagating of such weeds.

NOXIOUS WEEDS:

- a) Marijuana (*Cannabis sativa* L.);
- b) Giant Ragweed (*Ambrosia trifida* L.) within the corporate limits of cities, villages, and incorporated towns;
- c) Common Ragweed (*Ambrosia artemisiifolia* L.) within the corporate limits of cities, villages, and incorporated towns;
- d) Canada Thistle (*Cirsium arvense*);
- e) Perennial Sowthistle (*Sonchus arvensis*);
- f) Musk Thistle (*Carduus nutans*);
- g) Perennial members of the sorghum genus, including johnsongrass (*Sorghum halepense*), sorghum alatum, and other johnsongrass X sorghum crosses with rhizomes; and
- h) Kudzu (*Pueraria lobata*).

NOTICE IS FURTHER GIVEN that if the persons responsible for the control of any lands in Kendall County fail to comply with the provisions of the Illinois Noxious Weed Law the Control Authority of Kendall County or the Department of Agriculture of the State of Illinois will take any necessary action to control or eradicate such weeds and the cost thereof will be assessed against the owner of the land involved. If unpaid for 6 months or longer, such assessment shall become a lien upon the property.

Date at Yorkville, Kendall County, Illinois, this 21st day of February, 2023.

Signed: /s/Matt Kellogg

Kendall County Weed Control Authority

(Published in Kendall County Record March 2, 2023)

2052418



100 Parkers Mill Oswego, IL 60543 (630) 554-3618 Fax: (630) 554-3306
Website: <http://www.oswego.il.org>

September 12, 2023

Matthew Asselmeier
Kendall County senior Planning Director
111 W. Fox Street
Yorkville, IL 60560

Re: Noxious weeds / weeds

401 sunshine Ct. / Resolved
303 Owen Ct. / Resolved
505 Secretariat Ln. / Resolved
82 Templeton St. / Resolved
418 Blueridge Dr. / Resolved
902 Bison Ct. / Resolved
261 Paradise Pkwy. / Resolved
Pin# 03-20-426-001 Washington St. / Resolved
81 Templeton Dr. / Resolved
Pin# 03-20-229-014 Plainfield Rd. / Resolved
85 Templeton Dr. / Resolved
152 N Adams St. / Resolved
518 Heritage Dr. / Resolved
108 Chicago Rd. / Resolved
1601 Orchard Rd. / Resolved
708 Bellevue Cir. / Resolved
2470 Rt. 34 / Resolved
2400-2402 Rt. 34 / Resolved
2500 Rt/ 34 / Resolved
716 Juniper St. / Resolved
171 N Willowood Dr. / Resolved
99 W Merchants Dr. / Resolved
000 Dorset Ave / Resolved
139 Ashlawn Ave. / Resolved
536 Vinca Ln. / Resolved
195 Kendall Point Dr. / Resolved
174 Kirkland Cir. / Resolved
1250 Douglas Rd. / Resolved
176 Kirkland Cir. / Resolved
82 Templeton St. / Resolved

227 E Washington St. / Resolved

42 Ashlawn Ave. / Resolved

1250 Douglas Rd. / Resolved

101 Iris Ct. / Resolved

71 Brockway / Not Resolved

109 Bradford Ct. / Resolved

Pod 8 Phase 1 & 2 Colchester Dr. and Southbury Blvd. Not Resolved

VILLAGE OF OSWEGO



Hector Justiz

Code Compliance Officer

Building Inspector



PLANNING, BUILDING & ZONING DEPARTMENT

111 WEST FOX STREET - ROOM 203 YORKVILLE, ILLINOIS 60560-1498

630/553-4141 • FAX 630/553-4179

www.kendallcountyil.gov

October 30, 2023

Lisa Bowen
[REDACTED]

RE: Northwest Corner of Route 47 and Newark Road, Lisbon Township (PIN #08-04-100-017)

According to the records of the Kendall County Tax Assessor's Office, you are the owner of property located at the Northwest Corner of Route 47 and Newark Road (PIN #08-04-100-017).

On August 30, 2023, and October 27, 2023, the Kendall County Planning, Building and Zoning Department observed noxious weeds, specifically thistle, on the subject property. Having thistle on property is a violation of the Illinois Noxious Weed Law (505 ILCS 100).

Please consider this your thirty (30) day notice to initiate compliance. Compliance, in this case, involves removing the thistle. Please remove the thistle by **November 29, 2023**. Failure to comply by this date will result in the issuance of a citation and other applicable notices as required by the Illinois Noxious Weed Law.

Please direct any correspondence on this matter to me at 630-553-4139 or masselmeier@kendallcountyil.gov. Thank you in advance for your cooperation in this matter.

Sincerely,

THE COUNTY OF KENDALL

Matthew H. Asselmeier, AICP, CFM
Director
Kendall County Planning, Building and Zoning Department



Kendall County Agenda Briefing

Meeting Type: County Board Meeting
Meeting Date: 11/21/2023
Subject: Approval to Transfer One 2008 Ford 150 4X4 Truck from the Planning, Building and Zoning Department to the Facilities Department
Prepared by: Matthew H. Asselmeier, AICP, CFM
Department: Planning, Building and Zoning

Action Requested:

Approval of Transfer

Board/Committee Review:

PBZ Committee-Approval (4-0-1)

Fiscal impact:

N/A

Background and Discussion:

The County recently acquired a 2020 GMC Terrain for the Planning, Building and Zoning Department.

The Department's 2008 Ford truck could be transferred to the Facilities Department.

Staff Recommendation:

Approval of the Transfer

Attachments:

None



Kendall County Agenda Briefing

Meeting Type: County Board Meeting
Meeting Date: 11/21/2023
Subject: Resolution Regarding Procedures to Add, Remove, and/or Transfer Vehicles and Other Titled Equipment for Insurance Purposes
Prepared by: Leslie Johnson, Human Resources Director
Department: Human Resources

Action Requested:

Approval of Resolution Regarding Procedures to Add, Remove, and/or Transfer Vehicles and Other Titled Equipment for Insurance Purposes

Board/Committee Review:

Forwarded to County Board consent agenda by Human Resources & Insurance Committee on 11/6/2023

Fiscal impact:

None

Background and Discussion:

This resolution creates a procedure and approved form to document when vehicles and other titled equipment are to be added, removed, and/or transferred for insurance coverage purposes.

Staff Recommendation:

Approval of Resolution

Attachments:

Resolution Regarding Procedures to Add, Remove, and/or Transfer Vehicles and Other Titled Equipment for Insurance Purposes

COUNTY OF KENDALL, ILLINOIS

Resolution 23-____

RESOLUTION REGARDING PROCEDURES TO ADD, REMOVE AND/OR TRANSFER VEHICLES AND OTHER TITLED EQUIPMENT FOR INSURANCE PURPOSES

WHEREAS, the County of Kendall, Illinois (“County”) maintains insurance coverage for all County owned vehicles and other titled equipment; and

WHEREAS, the County must timely notify its insurance provider of any changes to the County’s fleet of County owned vehicles/equipment; and

WHEREAS, the County’s Human Resources Department provides risk management and compliance services for the County, which includes maintaining and updating the County’s list of titled vehicles/equipment with insurance; and

WHEREAS, the County is establishing the below procedure to ensure that all requests to add, remove or transfer titled vehicles/equipment on the County’s insurance are timely and accurately documented for insurance purposes; and

NOW, THEREFORE, the Kendall County Board establishes the following titled vehicle/equipment procedure effective immediately:

1. The below procedures apply to all Kendall County departments and all elected offices who utilize Kendall County’s insurance for their titled vehicles/equipment.
2. No individual shall be authorized to use a County vehicle/equipment unless and until the vehicle/equipment is titled and insured.
3. All original titles for County owned vehicles/equipment shall be filed with the Kendall County Clerk’s Office.
4. **Request to Add/Remove/Transfer Vehicle/Equipment (RAV) Form:** To request a vehicle/equipment be added and/or removed from the County’s insurance and/or to document the transfer of a vehicle/equipment from one department/elected office to another, the department head and/or elected official, or their designee, must complete a RAV Form (attached as **Exhibit 1**).
 - a. **Request to Add a Vehicle/Equipment:** All RAV Forms requesting a vehicle/equipment be added to the County’s insurance must be provided to the County’s Human Resources Department **within one (1) business day after the department/office takes possession of the vehicle/equipment.**

- b. **Request to Remove a Vehicle/Equipment:** All RAV Forms requesting the removal of a vehicle/equipment from the County's insurance must be provided to the County's Human Resources Department **within one (1) business day after disposal of the vehicle/equipment.**
 - c. **Request to Transfer the Name of Department/Office in Possession of the Vehicle/Equipment:** All RAV Forms requesting a vehicle/equipment be transferred from one department/elected office to another for insurance purposes must be provided by the department/office receiving the vehicle/equipment to the County's Human Resources Department **within one (1) business day after the department/office takes possession of the vehicle/equipment.**
- 5. If the received RAV Form is incomplete, the County's Human Resources Department will return the incomplete form to the department head and/or elected official, or their designee, for correction.
 - 6. The Human Resources Department shall be responsible for notifying the elected official and/or department head, or their designee, if their request to add, remove and/or to document the transfer of a vehicle/equipment with the County's insurance has been approved/completed.

Approved this 21st day of November, 2023.

Attest:

Matthew Kellogg, County Board Chairman

Debbie Gillette, County Clerk and Recorder



REQUEST TO ADD/REMOVE/ TRANSFER VEHICLES AND OTHER TITLED EQUIPMENT FOR INSURANCE PURPOSES

To request a vehicle/equipment (“vehicle”) be ADDED to, REMOVED from, and/or to document the TRANSFER of a vehicle on the County’s insurance, please complete and return this form *to Kendall County Human Resources Department, 111 W. Fox Street, Yorkville, Illinois; Email: HRDepartment@kendallcountyl.gov*. A County owned vehicle must be added to the County’s auto insurance prior to operation.

REQUEST TO: ☐ ADD vehicle ☐ REMOVE vehicle ☐ TRANSFER vehicle

Request Made By:

Department/Office:

Make of Vehicle:

Vehicle’s VIN:

Model of Vehicle:

Year of Vehicle:

Current Mileage:

Color of Vehicle:

Date of ☐ Purchase ☐ Sale ☐ Transfer :

IF REQUEST TO ADD VEHICLE TO INSURANCE, PLEASE COMPLETE THIS SECTION:

Purchase Value:

Garaging Location’s Address:

Have you provided the original title to the Kendall County Clerk’s Office?

Yes

No

All vehicle titles must be filed with the Kendall County Clerk’s Office.

IF REQUEST TO REMOVE VEHICLE FROM INSURANCE, PLEASE COMPLETE THIS SECTION:

Method of Disposal (*e.g., salvaged or sold*):

Recipient of vehicle:

Have you signed out the original title from the Kendall County Clerk’s Office?

Yes

No

All vehicle titles must be filed with the Kendall County Clerk’s Office.

IF REQUEST TO DOCUMENT TRANSFER OF VEHICLE, PLEASE COMPLETE THIS SECTION:

Vehicle transferred FROM:

Vehicle transferred TO:

Have you provided the new title to the Kendall County Clerk’s Office?

Yes

No

FOR ADMINISTRATIVE USE - TO BE COMPLETED BY HR DEPARTMENT

☐ ADDED ☐ REMOVED ☐ TRANSFER documented with Kendall County’s insurance.

Received by:

Date:

Date Notified Department/Office:

Exhibit 1

Form approved: TBD



Kendall County Agenda Briefing

Meeting Type: County Board Meeting
Meeting Date: 11/21/2023
Subject: Revised Section 1.4 Worker Classifications Policy
Prepared by: Leslie Johnson, Human Resources Director
Department: Human Resources

Action Requested:

Approval of revised Section 1.4 (Worker Classifications Policy) in the Kendall County Employee Handbook

Board/Committee Review:

Forwarded to County Board consent agenda by Human Resources & Insurance Committee on 11/6/2023

Fiscal impact:

None

Background and Discussion:

To be eligible for the County's medical and hospitalization insurance, an eligible employee must consistently work a minimum of thirty (30) hours per workweek. To be eligible for paid vacation, an employee must work at least 20 hours per week. On 10/18/2023, the Economic Development & Administration Committee authorized County employees to volunteer at Animal Control. This policy revision clarifies that an employee's volunteer hours will not be "hours worked" for compensation purposes and/or for benefits eligibility purposes.

Staff Recommendation:

Approval of revised policy

Attachments:

Revised Section 1.4 Worker Classification Policy

Section 1.4	Worker Classifications
<u>Effective Date:</u> 09/01/2022	<u>Source Doc/Dep.:</u> None/HR
<u>Last Amended Date:</u> <u>TBD</u>	

Section 1.4 WORKER CLASSIFICATIONS

All employees contribute different skills and experience to the workplace. Duties and work schedules may vary by employee and by worker classification. The worker classifications for the Employer are as follows:

- A. FULL-TIME EMPLOYEES:** A full-time employee shall be one who is employed to work on average at least thirty (30) hours of service per week or at least one hundred thirty (130) hours of service in a calendar month.
- B. PART-TIME EMPLOYEES:** A part-time employee shall be one who is employed to work on average less than thirty (30) hours of service per week or less than one hundred thirty (130) hours of service in a calendar month. Part-time employees are not eligible for many benefits offered to full-time employees including, but not limited to, employee health and dental coverage.
- C. PROBATIONARY EMPLOYEES:** Employees who have been employed to work on a full-time or part-time basis and who have been employed for a period of less than six (6) continuous months of employment with their Employer. An employee's successful completion of the probationary period will not alter the employee's at-will employment status.
- D. STUDENT LEARNERS/INTERNS:** A student learner/intern is a student in high school, college or a post-graduate school who may or may not receive course credit for participating in school-approved work-study programs at the Employer. A student learner/intern may or may not be paid for the work performed for the Employer. Student learners/interns are not eligible for benefits offered to full-time employees including, but not limited to, employee health and dental coverage.
- E. VOLUNTEERS:** A volunteer is an individual who performs hours of service for the Employer for civic, charitable, or humanitarian reasons, without promise, expectation, or receipt of compensation for services rendered. Individuals shall be considered volunteers only where their services are offered freely and without pressure or coercion, direct or implied, from the Employer. An individual shall not be considered a volunteer if the individual is otherwise employed by the Employer to perform the same type of services as those for which the individual proposes to volunteer. Volunteers are not eligible for any benefits offered to employees. An

employee's volunteer service hours shall not be considered hours worked for purposes of compensation and/or benefits eligibility.

- F. INDEPENDENT CONTRACTORS:** Independent contractors are outside vendors who are not employees. Independent contractors are not eligible for any benefits offered to employees.

THE KENDALL COUNTY BOARD RESERVES THE RIGHT TO CHANGE ANY OR ALL OF THE ABOVE WORKER CLASSIFICATIONS AT ANYTIME AND WITHOUT NOTICE. PLEASE ALSO NOTE THAT, SUBJECT TO AN APPLICABLE UNION CONTRACT, NONE OF THE CLASSIFICATIONS CHANGE THE EMPLOYMENT AT-WILL RELATIONSHIP THE EMPLOYER HAS WITH ITS EMPLOYEES.



Kendall County Agenda Briefing

Meeting Type: County Board Meeting
Meeting Date: 11/21/2023
Subject: Revised Section 3.5 Change of Personal Data Policy
Prepared by: Leslie Johnson, Human Resources Director
Department: Human Resources

Action Requested:

Approval of revised Section 3.5 (Change of Personal Data Policy) in the Kendall County Employee Handbook

Board/Committee Review:

Forwarded to County Board consent agenda by Human Resources & Insurance Committee on 11/6/2023

Fiscal impact:

None

Background and Discussion:

Currently, there is no standard form for employees to use to notify payroll and benefits of legal name changes, change of address, and/or changes to family status. The proposed revised policy provides employees with a form they can complete to document such changes with payroll and benefits.

Staff Recommendation:

Approval of revised policy

Attachments:

Revised Section 3.5 Change of Personal Data Policy

Section 3.5	Change of Personal Data
<u>Effective Date:</u> 09/01/2022 <u>Last Amended Date:</u>	<u>Source Doc/Dep.:</u> None/HR

Section 3.5 CHANGE OF PERSONAL DATA POLICY

It is to each employee's advantage to see that all personnel records are up to date. If there is a change in an employee's name, address, telephone number, family status, etc. at any time during employment, it is the employee's responsibility to promptly notify the Designated HR Representative, and the Kendall County Treasurer's Office by completing the Employee Address/Name/Family Status Change Form attached as Exhibit 1 to this Policy in writing immediately.



Employee Address/Name/Family Status Change Form

Please complete this form and email it to Benefits@kendallcountyil.gov

EMPLOYEE INFORMATION

First Name: _____ Middle Initial: _____ Last Name: _____
Department: _____ Employee ID #: _____
Effective Date of Change: _____

SIGNATURE OF EMPLOYEE: _____

DATE: _____

CHANGE OF ADDRESS/TELEPHONE NUMBER (if applicable)

New Street Address: _____
City: _____ State: _____ Zip: _____
Phone: _____ Email address: _____
Telephone: _____

CHANGE IN FAMILY STATUS (if applicable)

Marital status change: ☐ Married ☐ Divorced ☐ Widowed ☐ Other: _____

Change in dependents (please describe): _____

LEGAL NAME CHANGE (if applicable)

EMPLOYEES MUST SHOW PROOF OF NAME CHANGE IN FORM OF MARRIAGE LICENSE, DRIVERS LICENSE, COURT PAPERS, OR APPLICABLE PAPERWORK.

New Legal Name: _____

FOR ADMINISTRATION ONLY

- | | |
|---|--|
| <input type="checkbox"/> Change personnel file name | <input type="checkbox"/> Add note to background check file |
| <input type="checkbox"/> Update Authorized Drivers list | <input type="checkbox"/> Update Tyler Munis |
| <input type="checkbox"/> Update Benefit Forms | <input type="checkbox"/> Supplement Form I-9 (if applicable) |
| <input type="checkbox"/> Update Emergency Contact | <input type="checkbox"/> Update Everbridge Notification |
| <input type="checkbox"/> Update Email and Phone | <input type="checkbox"/> Update Phone List |

Signature of HR Representative: _____

Date: _____



Kendall County Agenda Briefing

Meeting Type: County Board Meeting
Meeting Date: 11/21/2023
Subject: NEW Section 4.13 Personnel Action Notice Procedures
Prepared by: Leslie Johnson, Human Resources Director
Department: Human Resources

Action Requested:

Approval of NEW Section 4.13 (Personnel Action Notice Procedures) in the Kendall County Employee Handbook

Board/Committee Review:

Forwarded to County Board consent agenda by Human Resources & Insurance Committee on 11/6/2023

Fiscal impact:

None

Background and Discussion:

The purpose of this new Personnel Action Notice Procedures (Section 4.13 in the Kendall County Employee Handbook) is to incorporate the County Board's Resolution 23-19 regarding Personnel Action Notice (PAN) forms into the County's Employee Handbook.

Staff Recommendation:

Approval of new policy

Attachments:

NEW Section 4.13 Personnel Action Notice Procedures

Section 4.13	Personnel Action Notice Procedures
<u>Effective Date:</u> TBD <u>Last Amended Date:</u>	<u>Source Doc/Dep.:</u> None/HR

Section 4.13 PERSONNEL ACTION NOTICE PROCEDURES

Pursuant to Kendall County Board Resolution 23-19, the Executive and/or their designated Human Resources Representative must complete a PAN Form (attached 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.

KENDALL COUNTY
PERSONNEL ACTION NOTICE STATUS/PAY CHANGE

EXHIBIT 1

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

Part-time _____ 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 Agenda Briefing

Meeting Type: County Board Meeting
Meeting Date: 11/21/2023
Subject: Revised Section 5.9 Equipment/Supplies Policy
Prepared by: Leslie Johnson, Human Resources Director
Department: Human Resources

Action Requested:

Approval of revised Section 5.9 (Equipment/Supplies Policy) in the Kendall County Employee Handbook

Board/Committee Review:

Forwarded to County Board consent agenda by Human Resources & Insurance Committee on 11/6/2023

Fiscal impact:

None

Background and Discussion:

This proposed revision to Section 5.9 of the Kendall County Employee Handbook (Equipment/Supplies Policy) reminds employees to timely notify their supervisor of any accidents or malfunctions of equipment so the equipment can be repaired in a timely manner and reduce potential for injury. This proposed policy revision also confirms that employees should not take the County's equipment and supplies home unless they have prior approval from their supervisor to do so.

Staff Recommendation:

Approval of revised policy

Attachments:

Revised Section 5.9 Equipment/Supplies Policy

Section 5.9	Equipment/Supplies
<u>Effective Date:</u> 09/01/2022 <u>Last Amended Date:</u> <u>TBD</u>	<u>Source Doc/Dep.:</u> None/HR

Section 5.9 EQUIPMENT/SUPPLIES POLICY

The Employer provides equipment and supplies to assist employees in performing their work. Employer-provided equipment and supplies are solely to be used for work purposes.

Employees must use all equipment safely and for its intended use and in accordance with manufacturer specifications. Employees are asked to conserve resources and use only those supplies necessary to perform their job. Employees shall promptly report any accidents, breakdowns, and/or malfunctions of any equipment and supplies in order for necessary repairs to be made.

The Employer prohibits the use of equipment or supplies for personal use. The Employer's equipment and supplies should not be removed from the Employer's property unless prior authorization is received from the employee's immediate supervisor and/or the Executive.

Failure to comply with this policy may result in disciplinary action up to and including termination of employment.



Kendall County Agenda Briefing

Meeting Type: County Board Meeting
Meeting Date: 11/21/2023
Subject: NEW Section 5.13 Personal Protective Equipment Policy
Prepared by: Leslie Johnson, Human Resources Director
Department: Human Resources

Action Requested:

Approval of new Section 5.13 (Personal Protective Equipment Policy) in the Kendall County Employee Handbook

Board/Committee Review:

Forwarded to County Board consent agenda by Human Resources & Insurance Committee on 11/6/2023

Fiscal impact:

None

Background and Discussion:

The purpose of this new Personal Protective Equipment Policy to be added as Section 5.13 to the Kendall County Employee Handbook is to protect County employees from exposure to workplace hazards and the risk of injury through the use of personal protective equipment (PPE). This policy also complies with OSHA requirements.

Staff Recommendation:

Approval of policy

Attachments:

New Section 5.13 Personal Protective Equipment Policy

Section 5.13	Personal Protective Equipment Policy
<u>Effective Date:</u> TBD	<u>Source Doc/Dep.:</u> None/HR
<u>Last Amended Date:</u>	

Section 5.13 PERSONAL PROTECTIVE EQUIPMENT POLICY

The purpose of the Personal Protective Equipment Policy is to protect the employees from exposure to workplace hazards and the risk of injury through the use of personal protective equipment (PPE). PPE is not a substitute for more effective control methods, and its use will be considered only when other means of protection against hazards are not adequate or feasible. It will be used in conjunction with other controls unless no other means of hazard control exists.

PPE will be provided, used, and maintained when it has been determined that its use is required to ensure the safety and health of our employees and that such use will lessen the likelihood of occupational injury and/or illness.

Failure to comply with this policy may result in disciplinary action up to and including termination of employment.

A. RESPONSIBILITIES

The Executive is responsible for the following:

- Developing, implementing, and administering this PPE policy in their office/department.
- Preparing, reviewing, updating, and conducting PPE hazard assessments whenever a job changes, new equipment is used, an accident occurs, or at least once per year, whichever occurs first.
- Maintaining records of hazard assessments for their applicable office/department.
- Training employees on the proper use, care, and cleaning of PPE and providing the training records to their designated Human Resources representative for recordkeeping purposes.
- Ensuring defective or damaged PPE is immediately disposed of and replaced in a timely manner.

Employees who are using PPE for their required job duties are responsible for the following:

- Properly wearing all PPE as required.
- Attending and completing all required training assigned by the deadlines provided.
- Properly caring for, cleaning, maintaining, and inspecting PPE as required.

- Following PPE policies and procedures.
- Promptly informing the Executive or their designee of the need to repair or replace PPE.

B. PROCEDURES

1. HAZARD ASSESSMENT FOR PPE

The Executive or their designee will conduct a walk-through survey of each work area to identify sources of work hazards. Each survey will be documented and must identify the work area surveyed, the person conducting the survey, findings of potential hazards, and date of the survey. The completed survey should be given to the designated Human Resources representative for recordkeeping purposes.

The Executive or their designee must review and update the hazard assessment for PPE whenever a job changes, new equipment is used, an accident occurs, or at least once per year, whichever occurs first.

2. SELECTION OF PPE

Once the hazards of a workplace have been identified, the Executive or their designee will determine if the hazards can first be eliminated or reduced by methods other than PPE. If such methods are not adequate or feasible, then the Executive will determine the suitability of the PPE presently available; and as necessary, will select new or additional equipment which ensures a level of protection greater than the minimum required to protect employees from the hazards. Care will be taken to recognize the possibility of multiple and simultaneous exposure to a variety of hazards.

All PPE will be of safe design and construction for the work to be performed and will be maintained in a sanitary and reliable condition. Affected employees whose jobs require the use of PPE will be informed of the PPE selection and will be provided PPE by the Employer at no charge. Employees are required to return any PPE clothing and equipment that is given to them at the end of their employment or as otherwise required by the Executive or their designee.

3. TRAINING

Any worker required to wear PPE will receive training in the proper use and care of PPE before being allowed to perform work requiring the use of PPE. Periodic retraining will be offered to PPE users on an annual basis. The training will include, but not necessarily be limited to, the following subjects:

- a. When PPE is necessary to be worn;
- b. What PPE is necessary;
- c. How to properly wear, adjust, remove, and put on PPE;
- d. The limitations of the PPE; and
- e. The proper care, maintenance, useful life, and disposal of the PPE.

After the training, the employees will demonstrate that they understand how to use PPE properly. Training of each employee will be documented and kept on file with the designated Human Resources representative.

4. CLEANING AND MAINTENANCE OF PPE

It is important that all PPE be kept clean and properly maintained. Cleaning is particularly important for eye and face protection where dirty or fogged lenses could impair vision. Employees must inspect, clean, and maintain their PPE according to the manufacturers' instructions before and after each use. Executives and immediate supervisors are responsible for ensuring that users properly maintain their PPE in good condition.

PPE must not be shared between employees until it has been properly cleaned and sanitized. PPE will be distributed for individual use whenever possible.

If employees provide their own PPE, an employee must ensure the PPE is adequate for the workplace hazards, and it is maintained in a clean and reliable condition.

Defective or damaged PPE should not be used and should be immediately discarded and replaced. It is the employee's responsibility to immediately notify the Executive or their designee of defective or damaged PPE.

It is also important the employee ensures contaminated PPE that cannot be decontaminated is disposed of in a manner that protects employees from exposure to hazards.



Kendall County Agenda Briefing

Meeting Type: County Board Meeting
Meeting Date: 11/21/2023
Subject: Revised Section 7.6 Flextime Policy
Prepared by: Leslie Johnson, Human Resources Director
Department: Human Resources

Action Requested:

Approval of revised Section 7.6 (Flextime Policy) in the Kendall County Employee Handbook

Board/Committee Review:

Forwarded to County Board consent agenda by Human Resources & Insurance Committee on 11/6/2023

Fiscal impact:

None

Background and Discussion:

This proposed revision to Section 7.6 of the Kendall County Employee Handbook (Flextime Policy) would allow employees to flex their time so long as the flexed time is in the same workweek. Currently, the policy only allows employees to flex the starting or ending time on the same workday.

Staff Recommendation:

Approval of revised policy

Attachments:

Revised Section 7.6 Flextime Policy

Section 7.6	Flextime Policy
<u>Effective Date:</u> 09/01/2022 <u>Last Amended Date:</u> 04/18/2023 <u>TBD</u>	<u>Source Doc/Dep.:</u> None/HR

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(s). 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 within the same a-workweek 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 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.



Kendall County Agenda Briefing

Meeting Type: County Board Meeting
Meeting Date: 11/21/2023
Subject: Revised Section 7.7 Insurance Benefits Policy
Prepared by: Leslie Johnson, Human Resources Director
Department: Human Resources

Action Requested:

Approval of revised Section 7.7 (Insurance Benefits Policy) in the Kendall County Employee Handbook

Board/Committee Review:

Forwarded to County Board consent agenda by Human Resources & Insurance Committee on 11/6/2023

Fiscal impact:

None

Background and Discussion:

To be eligible for the County's medical and hospitalization insurance, an eligible employee must consistently work a minimum of thirty (30) hours per workweek. On October 18, 2023, the Kendall County Economic Development & Administration Committee authorized Kendall County employees to volunteer at Kendall County Animal Control. This proposed policy amendment clarifies that an employee's volunteer hours will not count as "hours worked" for purposes of determining whether they have worked sufficient hours to be eligible for insurance benefits.

Staff Recommendation:

Approval of revised policy

Attachments:

Revised Section 7.7 Insurance Benefits Policy

Section 7.7	Insurance Benefits
<u>Effective Date:</u> 09/01/2022 <u>Last Amended Date:</u> 05/16/2023 TBD	<u>Source Doc/Dep.:</u> None/HR

Section 7.7 INSURANCE BENEFITS

Kendall County provides life insurance, accidental death and dismemberment insurance, medical and hospitalization insurance, dental insurance, and vision insurance to eligible employees of the Employer. Plan documents for specific benefits are available through Kendall County's benefits administrator. Dependent coverage at group rates is available. Temporary or regular part-time employees, interns, volunteers, and independent contractors are not eligible for these insurance benefits, except those grandfathered under previous policy of Kendall County or as otherwise provided by law.

To be eligible for medical and hospitalization insurance, an eligible employee must consistently work a minimum of thirty (30) hours per week. An employee's volunteer service hours are not considered hours worked for purposes of determining an employee's eligibility for benefits.

At the employee's option, the employee may elect coverage through any one of the applicable health insurance plans made available by the Employer. An employee will have up to thirty (30) days from the start of your employment to make their health insurance plan election. Once made, the employee's election is generally fixed for the remainder of the plan year. However, if a qualifying event (as defined under COBRA) occurs, an employee may make a mid-year change in coverage.

One type of health insurance plan the Employer may choose to offer in any given plan year is a high deductible health plan with a health savings account option ("HDHP-HSA" plan). If the Employer chooses to offer this type of health insurance plan in a given plan year, the Employer may also choose to contribute monies into eligible employees' health savings account in an amount and disbursement date(s) set by the County Board, subject to applicable federal and state laws and collective bargaining agreement(s).

If an employee enrolled in such a HDHP-HSA plan receives a contribution to their health savings account from their Employer and, then, voluntarily terminates their coverage under said plan mid-year while continuing to remain an active employee, the employee will not be eligible to receive any subsequent health savings account contributions from the Employer for the next two (2) subsequent plan years, unless the employee has obtained a waiver for good cause shown (as explained below) or unless otherwise waived pursuant to an applicable law, regulation, and/or collective bargaining agreement(s).

To obtain a waiver, the employee must submit a written request to the Kendall County Human Resources and Insurance Committee (“HR Committee”) within sixty (60) calendar days after the employee voluntarily terminated their coverage mid-plan year. The employee’s written request must explain why good cause exists for the HR Committee to waive the two (2) year period referenced above. Upon receipt of such a written request, the HR Committee will review the employee’s request and make a final determination as to whether good cause exists to waive the two (2) year period. Health insurance coverage shall commence thirty (30) calendar days following the employee’s starting date of employment and shall cease on the last day of the month in which any of the following events occur: the employee’s final day of employment; when regularly scheduled hours are reduced below 30 hours per week; or upon another “qualifying event” as defined under the Consolidated Omnibus Budget Reconciliation Act (“COBRA”).

Summary plan descriptions (SPDs) which explain coverage of eligible health, dental, vision and life insurance benefits in greater detail are available through Kendall County’s benefits administrator. The actual plan documents are the final authority in all matters relating to benefits described in this Employee Handbook or in the summary plan descriptions and will govern in the event of any conflict. The Employer and the County Board reserve the right to change insurance carriers, change health maintenance organizations, self-insure, and/or change or eliminate any benefits at any time, provided such changes are made in accordance with applicable law.

If an eligible employee would otherwise lose group coverage because of a qualifying event as defined by applicable law, the employee and/or qualifying dependents may be eligible to continue such coverage under the Employer’s plan for such period of time as prescribed by law and applicable plan documents. The Employer will notify the employee of the time period for which continuation coverage may be provided, depending upon the employee’s qualifying event.



Kendall County Agenda Briefing

Meeting Type: County Board Meeting
Meeting Date: 11/21/2023
Subject: NEW Section 8.11 Administrative Leave Policy
Prepared by: Leslie Johnson, Human Resources Director
Department: Human Resources

Action Requested:

Approval of new Section 8.11 (Administrative Leave Policy) in the Kendall County Employee Handbook

Board/Committee Review:

Forwarded to County Board consent agenda by Human Resources & Insurance Committee on 11/6/2023

Fiscal impact:

None

Background and Discussion:

This proposed new Section 8.11 (Administrative Leave Policy) in the Kendall County Employee Handbook would provide a framework for when an employee can be placed on administrative leave and the terms of an administrative leave.

Staff Recommendation:

Approval of policy

Attachments:

New Section 8.11 Administrative Leave Policy

Section 8.11	Administrative Leave Policy
<u>Effective Date:</u> TBD	<u>Source Doc/Dep.:</u> None/HR
<u>Last Amended Date:</u> N/A	

Section 8.11 ADMINISTRATIVE LEAVE POLICY

A. GENERAL

Administrative Leave is a type of leave available to use when circumstances warrant removing an employee from the worksite during the Employer's investigation of allegations against the employee. An employee may be placed on Administrative Leave, with or without prior written notice. Administrative Leave is not a type of corrective action.

Employees on Administrative Leave are not eligible to work except to participate in investigation activities at the direction of the Executive and/or the assigned investigator. While on Administrative Leave, the employee must be available to cooperate with the Employer's investigation. Also, the Executive is responsible for ensuring that all County property in the employee's possession (e.g., keys, electronic equipment, ID cards, files, records, etc.) is collected from the employee at the start of the Administrative Leave.

B. CIRCUMSTANCES WHEN ADMINISTRATIVE LEAVE MAY BE WARRANTED

The types of alleged conduct that may warrant placing an employee on Administrative Leave include, but are not limited to:

- Dishonesty,
- Theft or misappropriation of funds or property,
- Insubordination,
- Workplace violence,
- Violation of federal or state law,
- Exploitation, intimidation, retaliation, unlawful discrimination, unlawful harassment, and/or sexual misconduct,
- Acts endangering the Employer, employees, and/or the public, and
- Any other conduct or circumstances that, in the Executive's sole discretion, warrant removing the employee from the premises.

C. PAY STATUS DURING ADMINISTRATIVE LEAVE

The Executive may, in their discretion, place an employee on administrative leave with or without pay. Employees placed on paid administrative leave will continue to accrue leave and service credit during their paid administrative leave. An employee placed on paid administrative leave shall not be required to use their accrued vacation, personal leave, and/or compensatory time while on paid administrative leave status. An employee placed

on unpaid administrative leave will not accrue any leave or service credit during their unpaid administrative leave. An employee on an unpaid administrative leave is not eligible to receive holiday pay. In the Executive's sole discretion, an employee placed on unpaid administrative leave may be provided the option to utilize their accrued vacation, personal leave, and/or compensatory time while on such administrative leave. If the employee is given the option to and does utilize their accrued vacation, personal leave, and/or compensatory time while on administrative leave, the employee shall not be eligible to receive holiday pay.

D. NOTICE

An employee placed on Administrative Leave must be notified in writing of their Administrative Leave status no later than three (3) working days after commencement of the Administrative Leave, if the written notice was not provided to the employee at the time the Administrative Leave commenced. This written notice must explain the reasons for the Administrative Leave; state the expected length of the Administrative Leave, if known; and that the leave may be extended, if necessary. The written notice should also direct the employee to remain available to speak with and provide information to the Employer's investigator upon request.

E. LEAVE OF ABSENCE PERSONNEL ACTION NOTICE (LOA PAN) FORM

Pursuant to Kendall County Board Resolution 23-19, the Executive and/or their designated Human Resources Representative must timely complete a LOA PAN Form and provide it to the Employer's payroll administrator and benefits administrator. LOA PAN Forms must be completed to document (a) the date the administrative leave begins; and (b) the date when the administrative leave ends.

F. FAILURE TO COMPLY WITH POLICY

Failure to comply with this policy may result in disciplinary action, up to and including termination of employment.



Kendall County Agenda Briefing

Meeting Type: County Board Meeting
Meeting Date: 11/21/2023
Subject: NEW Section 8.12 Discretionary Unpaid Leave of Absence Policy
Prepared by: Leslie Johnson, Human Resources Director
Department: Human Resources

Action Requested:

Approval of new Section 8.12 (Discretionary Unpaid Leave of Absence Policy) in the Kendall County Employee Handbook

Board/Committee Review:

Forwarded to County Board consent agenda by Human Resources & Insurance Committee on 11/6/2023

Fiscal impact:

None

Background and Discussion:

Pursuant to direction from the Human Resources & Insurance Committee, the Human Resources Department prepared the attached Discretionary Unpaid Leave of Absence Policy. Currently, there is no policy or procedure in the County's Employee Handbook, which addresses when and how an employee may request and/or use unpaid time off. The attached proposed policy provides a framework to address unpaid time off.

Staff Recommendation:

Approval of policy

Attachments:

New Section 8.12 Discretionary Unpaid Leave of Absence Policy

Section 8.12	Discretionary Unpaid Leave of Absence Policy
<u>Effective Date:</u> TBD	<u>Source Doc/Dep.:</u> None/HR
<u>Last Amended Date:</u>	

Section 8.12 DISCRETIONARY UNPAID LEAVE OF ABSENCE POLICY

An Executive may, at their sole discretion, grant an eligible employee a discretionary unpaid leave of absence when (a) the requesting employee is able to establish that extraordinary circumstances of personal need exist; and (b) it is determined to be in the best interest of the Employer and the requesting employee to grant the employee a discretionary unpaid leave of absence. A discretionary unpaid leave of absence may be granted as full day absences and/or on an intermittent or reduced schedule basis, in the sole discretion of the Executive. A discretionary unpaid leave of absence is not job-protected leave.

The Executive reserves the right to determine the duration of the discretionary unpaid leave of absence, but no leave of absence shall exceed ninety (90) cumulative calendar days per fiscal year.

If an employee fails to return to work immediately after their discretionary unpaid leave of absence expires, the employee will be considered to have voluntarily resigned their position with the Employer.

An employee shall not be permitted to take an unpaid leave of absence unless otherwise expressly approved pursuant to this policy or another policy set forth in the Kendall County Employee Handbook (e.g., FMLA Policy, VESSA Policy, etc.).

A. ELIGIBLE EMPLOYEES

To be eligible for a discretionary unpaid leave of absence, an employee must be continuously employed by the Employer as a part-time or full-time employee for at least twelve (12) consecutive months prior to the date the employee's discretionary unpaid leave of absence begins.

Before an employee may receive a discretionary unpaid leave of absence, the employee must first exhaust all available accrued paid time off (e.g., vacation, personal/banked sick, compensatory time, etc.) available to the requesting employee. The employee will also need to first exhaust all other forms of available unpaid time off (e.g., unpaid FMLA, VESSA leave, etc.)

B. PROCEDURES

An employee must submit a written request for a discretionary unpaid leave of absence at least thirty (30) calendar days in advance, if the leave is foreseeable. If the need for the leave is not foreseeable, or if the employee does not learn of their need for such leave at least thirty (30) calendar days before the leave is to commence, the employee must provide their written request must be provided as soon as practicable, generally within one (1) to two (2) days of learning of the need for leave.

The written request must be submitted to the employee's Executive. The written request must include all the following information:

- The beginning and ending dates of the requested discretionary unpaid leave of absence;
- The purpose for the requested leave;
- Why extraordinary circumstances of personal need exist; and
- How the requested leave would be in the best interest of the Employer and the requesting employee.

Any written request received that does not include all the above requested information will be deemed incomplete and returned to the employee to complete and re-submit to their Executive for further consideration.

The Executive, in their sole discretion, may require an employee to provide documentation, such as a doctor's certification of illness or disability, supporting the employee's need for a discretionary unpaid leave of absence. Employees may be required to provide periodic updates of their status and intent to return to work while on a discretionary unpaid leave of absence.

Also, prior to or upon an employee's return to work from a discretionary unpaid leave of absence, the Executive, in their sole discretion, may also require the employee to provide documentation establishing the employee's ability to return to work.

C. COMPENSATION AND BENEFITS

During a discretionary unpaid leave of absence, an employee shall receive no pay. The employee may continue participation in the Employer's benefit programs by paying the total cost of those programs in which they are enrolled. Payment is expected to be made in the same amounts, and at the same time (i.e., each payroll date) as was made while working. If any payment is more than thirty (30) days late, medical coverage may be canceled.

Vacation and personal/banked sick leave shall not accrue while the employee is on a discretionary unpaid leave of absence. An employee on a discretionary unpaid leave of absence shall also not be eligible for holiday pay, jury duty pay, bereavement leave, and/or any other type of paid leave benefits at any time during the discretionary unpaid leave of absence. Additionally, future benefits and benefit accruals (e.g., vacation time,

personal time, length of service, etc.) will be adjusted based upon the period the employee is on a discretionary unpaid leave of absence.

Unless otherwise stated or otherwise required by law, length of service shall not accrue for an employee who is on an approved non-paid leave status. Service credits will begin to accrue again when the employee returns to work on a pay status.

E. LEAVE OF ABSENCE PERSONNEL ACTION NOTICE (LOA PAN) FORM

Pursuant to Kendall County Board Resolution 23-19, the Executive and/or their designated Human Resources Representative must complete a LOA PAN Form and provide it to the Employer's payroll administrator and benefits administrator for each discretionary unpaid leave of absence.

F. FAILURE TO COMPLY WITH POLICY

Failure to comply with this policy may result in disciplinary action up to and including termination of employment.

DRAFT



Kendall County Agenda Briefing

Meeting Type: County Board Meeting
Meeting Date: 11/21/2023
Subject: Revised Section 9.1 Computer, Internet, and Network Usage Policy
Prepared by: Leslie Johnson, Human Resources Director
Department: Human Resources

Action Requested:

Approval of revised Section 9.1 (Computer, Internet, and Network Usage Policy) in the Kendall County Employee Handbook

Board/Committee Review:

Forwarded to County Board consent agenda by Human Resources & Insurance Committee on 11/6/2023

Fiscal impact:

None

Background and Discussion:

The purpose of this revision to the existing Computer, Internet, and Network Usage Policy (Section 9.1 in the County's Employee Handbook) is to incorporate the County's Microsoft Teams platform and archiving of chat message in the Teams platform.

Staff Recommendation:

Approval of revised policy

Attachments:

Revised Section 9.1 Computer, Internet, and Network Usage Policy

Section 9.1	Computer, Internet, and Network Usage Policy
<u>Effective Date:</u> 09/01/2022	<u>Source Doc/Dep.:</u> None/HR
<u>Last Amended Date:</u> TBD	

Section 9.1 COMPUTER, INTERNET, AND NETWORK USAGE POLICY

This policy applies to all employees, independent contractors, consultants, temporary workers, interns, ~~and~~ volunteers, and any other person or entity who uses Kendall County's Information Technology Resources. *This policy supersedes any and all other policies regarding or relating to information technology resources.* Logging onto the Employer's computers, electronic devices, and/or network or using any other Technology device constitutes agreement with this policy.

A. DEFINITIONS

- 1. Users:** The term *users* refers to all employees, independent contractors, consultants, temporary workers, interns, volunteers, and any other persons or entities who use the Employer's Information Technology resources.
- 2. Information Technology Resources:** The term *information technology (IT) resources* refers to the computer network used at the Employer. Specifically, *IT resources* includes, but is not limited to: individual workstations, file servers, communication servers, application servers, mail servers, fax servers, Web servers, laptops, software, data files and network cables, whether connected to the network or not, and any other electronic devices provided by the Employer including, but not limited to, cell phones, iPads and/or laptops, and the information that is stored, processed and/or transmitted from, to or through that equipment.

B. GUIDELINES

- 1. For Authorized Uses Only:** the Employer's IT resources are to be used for authorized business. IT resources must be protected from accidental or unauthorized access, use, disclosure, modification, or destruction by employees, contractors, or any individual. Each user is authorized to access only information which is required to do their job. Unauthorized access to information is strictly prohibited. All users must safeguard the Employer's information and treat electronic documents/communications with the same level of care, both in production and storage, as is accorded documents and communications that are in print form. Access to IT resources will be immediately deactivated when an employee terminates employment or rights are withdrawn for any other reason. Any public

records sent, received and/or stored on the Employer's IT resources shall remain the sole property of the Employer.

2. Prohibited Activities:

a. *Inappropriate or unlawful material.* Material that is fraudulent, sexually explicit, profane, obscene, defamatory; that is intended to harass, embarrass or intimidate; or that is unlawful or otherwise determined by the Executive to be inappropriate shall not be sent by e-mail or other form of electronic communication (such as bulletin board systems, news groups, chat groups) or displayed on or stored in the IT resources. Users encountering or receiving this kind of material should immediately report the incident to the Executive.

b. *Misuse of software.* All software must be approved in writing by the Executive prior to installation on any IT resources, workstations or servers. Users may not do any of the following:

- (i) Copy software for use on their home computers;
- (ii) Provide copies of software to any independent contractors or to any firm or individual, unless specifically authorized through an official County contract or agreement;
- (iii) install software on any of the IT resources, workstations or servers;
- (iv) download any software from the Internet or other online service to any of the IT resources, workstations or servers;
- (v) modify, revise, transform, recast, or adapt any software; or
- (vi) reverse engineer, disassemble, or decompile any software.

Users who become aware of any misuse of software or violation of copyright law should immediately report the incident in writing to their Executive and/or the Kendall County's Inspector General.

c. *Other prohibited uses.* Without prior written permission from the Executive, computer resources may not be used for dissemination or storage of personal advertisements, solicitations, promotions, destructive programs (i.e., viruses or self-replicating code), or any other unauthorized use.

d. *Communication of confidential information.* Sending, transmitting, or otherwise disseminating without authorization the Employer's data or other information identified as confidential (e.g., attorney client privileged communications) is strictly prohibited.

3. Passwords:

- a. *Responsibility for passwords.* Users are responsible for safeguarding their passwords for access to the computer system and other IT resources. Individual passwords should not be printed, stored online, or given to others. Users are responsible for all transactions made using their passwords.
- b. *Passwords do not imply privacy.* Use of passwords to gain access to the Employer's computer system or to encode particular files or messages does not imply that users have an expectation of privacy in the material they create or receive on the computer system or other IT resource.
- c. *Password management.* Passwords should have a minimum length of six (6) characters. These measures will require that all system users use unique and confidential passwords before using workstations on the network. Passwords shall be changed on a regularly scheduled basis.

4. Security:

- a. *Accessing other computers and networks.* A user's ability to connect to other computer systems through the network does not imply a right to connect to those systems or to make use of those systems unless specifically authorized by the operators of those systems.
- b. *Computer Security.* Each user is responsible for ensuring that use of outside computers and networks, such as the Internet, does not compromise the security of the IT resources. This duty includes taking reasonable precautions to prevent intruders from accessing the computer network without authorization and preventing introduction and spread of viruses.

5. Viruses:

- a. *Virus detection.* Viruses can cause substantial damage to IT resources. Each user is responsible for taking reasonable precautions to ensure they do not introduce viruses into the IT resources. To that end, all material received magnetic or optical medium and all material downloaded from the Internet or from computers or networks that do not belong to the Employer must be scanned for viruses and other destructive programs before being placed onto the computer system. Users should understand that home computers and laptops might contain viruses. All data

transferred from these computers to the network must be scanned for viruses.

- b. *Accessing the Internet.* To ensure security and avoid the spread of viruses, users accessing the Internet through a computer attached to the network must do so through an approved firewall.

6. Miscellaneous:

- a. *Confidential Information.* When sending confidential information to shared devices (e.g., printers, facsimile machines, etc.) users must exercise reasonable judgment to maintain confidentiality at the destination.
- b. *Compliance with Applicable Laws and Licenses.* In their use of computer resources, users must comply with all software licenses; copyrights; and all other state, federal and international laws governing intellectual property and online activities.
- c. *Other Policies Applicable.* In their use of computer resources, users must observe and comply with all other Employer policies and guidelines.

C. NO EXPECTATION OF PRIVACY:

IT resources are provided to users to assist them in the performance of their jobs. The Employer reserves the right to, among other actions, access, audit, block, delete, disclose, intercept, monitor, publish, recover, restrict, restore, review, screen, or trace any information at any time without notice. Use of IT resources will be audited and monitored. It is each user's responsibility to understand and comply with this policy. Noncompliance with this policy may be cause for disciplinary action as well as monetary charges being assessed where appropriate. If it is determined that an employee has misused IT resources, the employee will be subject to appropriate disciplinary action for misuse of the IT resources, up to and including discharge.

USERS DO NOT HAVE AN EXPECTATION OF PRIVACY IN ANYTHING THEY CREATE, STORE, SEND, OR RECEIVE ON ANY TECHNOLOGY RESOURCE. THE IT RESOURCES AND ALL OF THE ELECTRONIC DATA CONTAINED THEREIN BELONGS TO THE EMPLOYER AND MAY BE USED ONLY FOR JOB-RELATED PURPOSES.

USERS EXPRESSLY WAIVE ANY RIGHT OF PRIVACY OR EXPECTATION OF PRIVACY IN ANYTHING THEY CREATE, STORE, SEND, OR RECEIVE ON THE IT RESOURCES OR THROUGH THE INTERNET, E-MAIL, MICROSOFT TEAMS PLATFORM, OR ANY OTHER COMPUTER NETWORK. USERS CONSENT TO ALLOWING PERSONNEL SELECTED AT THE SOLE DISCRETION OF THE

EMPLOYER TO ACCESS AND REVIEW MATERIALS USERS CREATE, STORE, SEND, OR RECEIVE ON THE IT RESOURCES OR THROUGH THE INTERNET, E-MAIL, MICROSOFT TEAMS PLATFORM, OR ANY OTHER COMPUTER NETWORK. USERS UNDERSTAND THAT THE EMPLOYER MAY USE HUMAN OR AUTOMATED MEANS TO MONITOR USE OF ITS IT RESOURCES.

D. JOURNAL COPY EMAIL AND MICROSOFT TEAMS PRIVATE CHATS ARCHIVE MANAGEMENT, RETENTION AND DISPOSAL

- 1. Retention and Disposal Requirements:** A duplicate copy of all emails sent and received via the Employer's email server will be stored on the journal copy email archive, and a duplicate copy of all Microsoft Teams chat messages sent and received via the Employer's network will be stored on Microsoft Exchange (hereinafter referred to as "archived messagesemails"). All archived messages emails that are stored on the journal copy email archive remain the sole property of the Employer. The archived messagesemails are convenience copies, which are not subject to the record retention requirements of the Illinois Local Records Act. Archived messagesemails shall be retained in their electronic form for a period of at least seven (7) years from the date any archived message email is sent or received. The seven (7) year retention period requirement set forth in this policy may be modified or waived upon entry of a court order or pursuant to applicable state or federal law. Upon the completion of the required retention period, the Kendall County Technology Services Department, on behalf of the Employer, shall permanently delete or purge the archived messagesemails from the journal copy email archive. Because the archived messagesemails are convenience copies, which are not subject to the Illinois Local Records Act, the Illinois Local Records Commission's prior approval for disposal of the archived messagesemails is not necessary.
- 2. Preservation Notice:** The Employer acknowledges there may be situations that arise that require the Employer, by and through the Kendall County Technology Services Department, to retain certain archived emailsarchived messages beyond the required retention period set forth above (e.g., pending litigation and/or a pending law enforcement investigation). The Executive will notify the Kendall County Technology Services Department when certain archived emailsarchived messages must be preserved beyond the required seven (7) year retention period. The Executive shall provide such notice in writing to the Kendall County Technology Services Department on a Preservation Notice Form attached as Exhibit 1. Upon receipt of the Preservation Notice Form, the Kendall County Technology Services Department shall take all steps reasonably necessary to preserve and retain the applicable archived emailsarchived messages. The Kendall County Technology Services Department shall then preserve and retain the archived emailsarchived messages until the

Executive confirms, in writing, that the preservation hold is concluded, and the ~~archived-emails~~archived messages may be destroyed.

3. **ACCESS TO ~~ARCHIVED-EMAILS~~ARCHIVED MESSAGES:** While the ~~archived-emails~~archived messages are retained in the journal copy email archive, the Kendall County Technology Services Department may provide access to ~~archived-emails~~archived messages as follows:
- A. Access may be provided to the individual employee or elected official who sent or received the archived ~~message~~email, provided the individual has submitted their request in writing to the Technology Services Department. Additionally, employees and elected officials may authorize, in writing, other employees to access their email and Microsoft Teams chat messages (example to assist in answering a FOIA request).
 - B. Access may be provided to an Executive for ~~archived-emails~~archived messages sent or received by employees supervised by the requesting Executive. The Executive requesting access to a subordinate employee's ~~archived-emails~~archived messages must make a written request to the Kendall County Technology Services Department by completing the "Technology Services Internal Request for Archived ~~Messages~~Email" form, which is attached as Exhibit 2.
 - C. Access may be provided to the County Board Chairman, County Administrator, and Inspector General for ~~archived-emails~~archived messages sent or received by a County department head and/or employees supervised by a County department head.
 - D. To the extent permitted by law, access may be provided to any third party pursuant to a validly issued subpoena and/or court order.

E. TECHNOLOGY SERVICES RESPONSIBILITIES

Computer files may be accessed to verify compliance with Employer policies. On suspicion that a security breach has occurred, the findings are to be reported to the applicable Executive and County Administrator to determine if the breach is significant enough to warrant further investigation.

Kendall County's Technology Services staff assists the Employer in maintaining the integrity of the information environment. Although Technology Services staff may be provided, at times, access to IT resources, including, but not limited to, a user's computer or private domain to provide support, they must not use that privilege for any other

purpose. Any support person who uses their privileges for purposes other than support, divulges confidential information gained from such support, or fails to comply with the principles set forth in this security policy should be reported immediately to the Executive. Compliance with this policy will be monitored by the ICT Director.

A back-up of users and shared directories will be performed on a regular basis with all directories located on shared file servers, not individual drives, backed up on an appropriate schedule.

Controls must be in place to confirm that obligations under software license agreements are being met for all software on workstations and network servers.

Kendall County's Technology Services staff shall not use the Employer's IT resources for any non-work related purposes and shall not remove the Employer's IT resources from Kendall County property without prior approval of the ICT Director or their designee.

F. USER RESPONSIBILITIES

All employees are responsible for compliance with the following requirements:

1. ***Restricted access to IT resources:*** Access to IT resources must be protected by unique user accounts restricted by password or other controls. Passwords shall be confidential and protected by individual users to prevent unauthorized use and release of information.
2. ***Dissemination of Data:*** Dissemination of confidential data acquired when performing job responsibilities, in any form (printed, electronically, verbal, etc.) is strictly forbidden unless prior written permission has been granted, and such dissemination is not in conflict with any other policy.
3. ***Computer Software:*** All software and data files developed on Kendall County owned or controlled IT resources are primarily for official business. Employees must adhere to all terms and conditions for licensing agreements governing distribution and use of software. Violation of software license agreements and copyright laws may subject the offender to criminal prosecution and civil damages. No software will be run on the Employer's computers or any other IT resource that has not been reviewed and approved by the Executive. This review process ensures that the software is compatible (if required) with other existing software and is free from any computer viruses. This includes software available commercially or circulated public domain software.
4. ***Backup Responsibilities:*** Any user who uses systems not on the network or proprietary computer systems is responsible for backing up data and software of those systems. Users who store files on the Local Area Network (LAN) drives are protected due to a nightly LAN backup. If, however, an

employee stores user files on the hard drive (C) or on the desktop, the employee is responsible for the file backup.

5. **Responsible Care:** All users shall maintain a clean work area and guard against potential damage to hardware or destruction of data through spillage, carelessness, etc. All equipment relocation shall be coordinated in advance through the County Administrator or their designee. A user must return any IT resource, which is in their possession prior to leaving employment.
6. **Use of the Internet:** The Internet is a tool to be primarily used in helping employees meet the requirements of their job (i.e., those who need information from a reliable Internet source to perform research duties or interface with organizations that use the Internet for conducting business with the Employer users must refrain from requesting information which is inappropriate in the workplace. Examples of inappropriate use of resources include, but are not limited to, any traffic that violates state and/or federal laws, the distribution of non-business related advertising, and propagation of computer worms and/or viruses, distribution of chain letters, attempts to make unauthorized entry into another network. The Executive shall notify Technology Services about the level of internet access to be assigned to employees. Internet use is monitored and reported to supervisors if requested.
7. **Electronic Mail and Microsoft Teams Platform:** Employees are to use the Employer's e-mail system and Microsoft Teams platform primarily for business communications and are responsible to guard against e-mail and chat message abuse. Examples of abuse are chain letters, selling or purchasing of personal items, etc.
8. **Accountability:** Anyone observing what appears to be a breach of security where information could be compromised, modified, stolen, lost or destroyed must report the incident to the employee's Executive.
9. **Computer Hardware:** No hardware will be added to the Employer's computers or network that has not been reviewed and approved by the Information Communication and Technology Department. This review process ensures that the hardware is compatible with existing hardware standards. The purchaser will assume ongoing maintenance and support responsibility for peripheral devices (printers, scanners, phones with email functions, etc.) purchased without the Executive's prior written approval. The purchaser will also be responsible for purchasing any consumables that this equipment requires.

EXHIBIT 1
Kendall County Technology Services
Preservation Notice

Effective immediately, please preserve until further written notice all of the following:

A brief description of the records to be preserved:
Dates:
To (if known):
From (if known):
Subject (if known):
Keywords:
Attachment Name (if known):
Reason for preservation:
Duration of preservation requirement (if known):
Other:
Preserve: <input type="checkbox"/> Emails <input type="checkbox"/> Microsoft Teams chat messages

Elected or Appointed Department Head

Date Requested

Technology Services

Date Delivered

EXHIBIT 2

Kendall County Technology Services Internal Request for Archived Emails and Chat Messages

Please list dates, keywords, and/or email addresses below.

Dates:
To:
From:
Subject:
Keywords:
Attachment Name:
Other:
Search: <input type="checkbox"/> Emails <input type="checkbox"/> Microsoft Teams chat messages

Department Heads and Elected Officials shall only have access to emails and Microsoft Teams chat messages sent or received by employees supervised by the Department Head or Elected Official while said emails and chat messages are retained in the archive.

Elected or Appointed Department Head

Date Requested

Technology Services

Date Delivered



Kendall County Agenda Briefing

Meeting Type: County Board Meeting
Meeting Date: 11/21/2023
Subject: Revised Annual Performance Review Form
Prepared by: Leslie Johnson, Human Resources Director
Department: Human Resources

Action Requested:

Approval of revised annual performance review form

Board/Committee Review:

Forwarded to County Board consent agenda by Human Resources & Insurance Committee on 11/6/2023

Fiscal impact:

None

Background and Discussion:

This proposed revision to Kendall County's annual performance review form adds a section to evaluate managerial and leadership skills for supervisors. It also adds evaluation categories of collaboration, innovation and creativity, safety, and quality of work for all employees.

Staff Recommendation:

Approval of revised annual performance review form

Attachments:

Revised annual performance review form

**KENDALL COUNTY DEPARTMENTAL FORM
EMPLOYEE GOALS & PERFORMANCE REVIEW**

Employee:		Evaluator/Supervisor:	
Department:		Title:	
Hire Date:	Date of Review:		Date of Last Review:
Performance Review Period: _____ through _____			

DRAFT

Review Achievement of Goals for Previous Performance Period _____ to _____

1.
Comments:
2.
Comments:
3.
Comments:
4.
Comments:

Supervisor and employee list any special accomplishments or recognition achieved by the employee during the performance period under review:

CORE TO SUCCESS:
(completed by supervisor)

Rating Key: EE = Exceeds Expectations ME = Meets Expectations NI = Needs Improvement U= Unacceptable

CORE TO SUCCESS RATING GUIDELINES:

- (1) **Exceeds Expectations (EE):** Performance consistently far exceeds expectations in all competencies, and the quality of work was overall superior. Annual goals were completed earlier than anticipated. Made an exceptional or unique contribution in support of department or Kendall County objectives. This rating should be reserved for employees with strong, commendable performance. Concrete examples of these results must be given to issue this rating. This rating should be used sparingly and reserved for truly extraordinary performance throughout the performance cycle.
- (2) **Meets Expectations (ME):** Performance consistently meets expectations in all or almost all competencies, and the quality of work overall met expectations. All or almost all goals were met. The employee is a dependable, competent, knowledgeable individual who meets and occasionally exceeds expectations of the position. The rating conveys solid, effective performance.
- (3) **Needs Improvement (NI):** Performance is adequate in most competencies but needs improvement in one or more significant competencies that are critical to the position, and/or one or more of the most critical goals were not met. Work product requires improvement in one or more areas to meet the County's expectations. This rating conveys that performance is below expectations in one or more areas and must be improved.
- (4) **Unacceptable (U):** Performance was frequently below in all or almost all competencies, and/or reasonable progress toward critical goals was not made. Significant improvement is needed in all or almost all competencies. A performance improvement plan must be outlined, including timelines and monitored to measure progress.

This section to be completed for ALL Kendall County employees.

	EE	ME	NI	U
JOB KNOWLEDGE: Possesses a clear understanding of the responsibilities and tasks the employee must perform. Able to work independently and without close supervision.				
JOB PRODUCTIVITY: Demonstrates commitment to efficiently and effectively complete projects/ tasks to meet deadlines. Seeks extra assignments. Able to complete assigned projects/tasks on a timely basis.				
QUALITY OF WORK: Work product is accurate and complete. Employee demonstrates attention to detail. Timely completes all assigned trainings and professional development opportunities. Complies with Kendall County's policies and procedures.				
ORGANIZATION: Keeps office/desk neat and files organized. Timely attends to job duties. Limits idle time.				
FLEXIBILITY: Open to suggestions and new ideas and freely adapts to changes in procedures and work duties.				
COLLABORATION & COOPERATION: Provides courteous response to citizens, co-workers, and supervisors. Works collaboratively as part of a team. Provides assistance whenever possible. Avoids speaking, writing or actions that could be seen as disrespectful of people in their absence. Recognizes and shows respect for the strengths and contributions of others.				
ATTENDANCE: Arrives for work on time. Punctual for meetings and events. Limits breaks and meal periods appropriately.				
PROFESSIONALISM: Dresses appropriately. Displays professional appearance and demeanor. Uses proper grammar. Refrains from profanity.				
INNOVATION AND CREATIVITY: Generates new ideas and finds novel applications. Encourages others to do so.				
SAFETY: Complies with Kendall County's safety procedures and protocols. Properly uses tools and equipment. Wears appropriate attire for working conditions. Demonstrates safety when operating Kendall County vehicles, equipment, and tools.				
DIRECTION: Follows direction and constructive direction from supervisor.				

<i>Additional performance competencies for employees with supervisory responsibilities.</i>				
	EE	ME	NI	U
LEADERSHIP: Creates a motivating climate. Achieves teamwork and collaboration. Builds trust among employees and with peers. Motivates others to develop and enhance Kendall County's operations and services.				
PERFORMANCE MANAGEMENT: Meets regularly with employees and provides ongoing feedback on performance. Maintains a cohesive, supportive, and productive work environment; capitalizes on full potential of staff in department; and develops employees through ongoing coaching, counseling, and training. Ensures timely completion of annual performance reviews with employees.				
BUDGET CONSCIOUSNESS: Maintains an awareness of budgets and expenses as appropriate. Controls and effectively manages department's funds to ensure all expenses are within approved budget.				
CONFLICT MANAGEMENT: Identifies causes and resolves issues resulting in unproductive organization and employee disputes.				
PLANNING AND INNOVATION: Establishes and effectively uses appropriate mechanisms to anticipate trends and opportunities. Develops and implements alternative strategies for dealing with change and planning for the future. Uses creative and innovative problem-solving strategies for adapting to uncertainties and complexities. Fosters a climate of innovation and continuous improvement.				

EVALUATOR'S COMMENTS:

(This section must be completed by the Evaluator for all employees.)

REMEDATION REQUIRED:

(Supervisor lists any issues employee must remediate, suggested remediation, and date for additional review.)

DEVELOP GOALS FOR NEXT PERFORMANCE PERIOD _____ to _____

(Collaborative discussion between supervisor and employee)

1.
Comments:
2.
Comments:
3.
Comments:
4.
Comments:

EMPLOYEE’S COMMENTS:

By signing below, I affirm that I have read this evaluation and had the opportunity to review it with my supervisor. I also affirm that I have been given a copy of this evaluation. My signature does not necessarily denote my agreement with the conclusions of the evaluator.

Employee: Date: _____

Supervisor: Date: _____

Department Head: Date: _____

Received by Human Resources: Date: _____

2024 KENDALL COUNTY, ILLINOIS MEETING SCHEDULE

ALL County Board Committee Meetings are held in the County Board Room (2nd floor), County Office Building, 111 W. Fox Street; Yorkville IL - unless noted otherwise below

MONDAY		
Human Resources & Insurance	1 st Monday of the month	5:30pm
Facilities Management & Technology	1 st Monday of the month	4:00pm
Historic Preservation	3 rd Monday of the month	6:00pm
Planning, Building & Zoning	Monday of the week before 2 nd Board Meeting	6:30pm
Zoning Board of Appeals	1 st Monday following Plan Commission Meeting	7:00pm
TUESDAY		
County Board (1 st Mtg)	1 st Tuesday of the month	6:00pm
County Board (2 nd Mtg)	3 rd Tuesday of the month	9:00am
Highway Department <i>Meets @ HWY Dept, 6780 Route 47</i>	2 nd Tuesday of the month	3:30pm
Tax Board of Review (COB Room 303A)	Scheduled as needed	Varies
Zoning, Plating Advisory (ZPAC)	1 st Tuesday of the month	9:00am
WEDNESDAY		
Economic Development & Admin	3 rd Wednesday of the month	5:30pm
Comprehensive Land Plan & Ordinance	4 th Wednesday of the month	5:00pm
Regional Planning Commission (RPC)	4 th Wednesday of the month	7:00pm
THURSDAY		
Committee of the Whole	Thursday of the week before the 2 nd County Board Mtg	4:00pm
Finance & Budget	Thursday of the week before the 2 nd County Board Mtg	4:00pm



Kendall Area Transit ADA Transportation Policy

Purpose

It is the goal of the Kendall Area Transit (KAT), through its public transit services, to design, implement, and maintain a safe, efficient, effective, and accessible transportation system for persons with disabilities. KAT works to ensure nondiscriminatory transportation to enhance the social and economic quality of life for all people of the communities we serve.

Policy

It is the policy of KAT to abide by all provisions of the Americans With Disabilities Act (ADA) of 1990, as amended, and US Department of Transportation (DOT) regulations found at 49 CFR Parts 27, 37, and 38, as amended, in the delivery of transit services that are open to the public and prohibits discrimination on the basis of disability and sets specific requirements that transit agencies must follow.

Wheelchair Definition

For the purposes of this policy a wheelchair is defined as a three-or-more wheeled mobility aid device, usable indoors, designed for and used by individuals with mobility impairments, whether operated manually or powered.

With respect to the size and weight of wheelchairs, KAT will transport a wheelchair and its user, as long as the lift can accommodate the size and weight of the passenger and the wheelchair, and there is space for the wheelchair on the vehicle. However, KAT is not required to carry a wheelchair if, in fact, the lift or vehicle is unable to accommodate the wheelchair and its user, consistent with legitimate safety requirements according to the lift manufacturers.

Transportation of Persons with Disabilities

The KAT is committed to ensuring safe, efficient, and effective transportation for persons with disabilities, as provided by the ADA and related DOT regulations (both as amended) and will abide by the following:

- KAT's vehicles will be lift equipped and have securement systems for wheelchairs.
- KAT requires that wheelchair users permit their wheelchairs to be secured. Service will not be denied due to VAC's inability to secure a wheelchair. Securement problems of wheelchair shall be reported to the dispatch office.
- KAT will not require a wheelchair user to transfer to another seat.
- KAT staff will provide assistance upon request or as necessary with lifts, ramps, and securement systems.

- Persons with disabilities who do not use wheelchairs will be permitted to use the vehicle lifts or ramps upon request.
- KAT will permit service animals, such as, but not necessarily limited to, service dogs, that have been individually trained to work or perform tasks to accompany persons with disabilities in vehicles and facilities. The service animal must remain under the control of the rider and not present an immediate danger to the driver or other riders. This policy does not include “comfort animals.”
- KAT vehicle operators and other KAT personnel will make use of required accessibility related equipment and features (example: tie-downs will be used to secure a wheelchair on the vehicle).
- KAT will provide service to persons using respirators or portable oxygen. Vehicle operators will properly secure this equipment.
- KAT will ensure adequate time for persons with disabilities to board and/or disembark a vehicle.
- KAT will provide training to dispatchers and vehicle operators about the safe operation of vehicles and accessibility equipment and customer service sensitivity of persons with disabilities.
- KAT vehicle operators will check operation of lifts/ramps and inspect all securement equipment through pre-trip and post-trip inspection procedures on a daily basis. All ADA equipment failures will be reported immediately to dispatch and operations staff.
- KAT will make service information available in accessible formats as requested.
- KAT may refuse service and may contact local police for instances when a passenger engages in violence, is a danger to him- or her-self or others, is seriously disruptive, or is engaged in illegal activities.

Reasonable Modification to Policies, Practices, and Procedures

KAT is committed to providing safe, reliable, courteous, accessible, and user-friendly services to its riders. To ensure equality and fairness, KAT is committed to making reasonable modifications to its policies, practices, and procedures to avoid discrimination and ensure programs and services are accessible to individuals with disabilities. For more information on our reasonable modification procedures, including requesting a reasonable modification or appeal process, please see KAT’s Reasonable Modification Policy.

Refusal of Service and Nondiscrimination

KAT can refuse to provide service to an individual with disabilities if that individual engages in violent, seriously disruptive, or illegal conduct, or represents a direct threat to the health or safety of others. However, KAT will not refuse to provide service to an individual with a disability solely because the individual's disability results in an appearance or behavior that may offend, annoy, or inconvenience KAT staff/employees or other persons.

ADA Service Requirements

The Maintenance and Operations staff are responsible for maintaining all accessible features on agency vehicles including lifts, ramps, securement devices, elevators, signage and systems to facilitate communication.

Interlocks:

Vehicle interlocks shall be inspected on daily pre and post trip inspections and monthly checks. Vehicles with malfunctioning interlocks shall be taken out of service until repaired.

ADA Equipment Maintenance Schedule:

The lift maintenance service was modeled after manufactures recommendations. To ensure timely ADA equipment maintenance, standardized procedures, and better track records, all ADA service equipment will be serviced at every vehicle oil change intervals for vehicles housed at the main facility. If a vehicle is housed at a satellite location, the agency shall follow the manufacturer's scheduled recommendations.

ADA Complaint Procedures

The Kendall Area Transit (KAT) is committed to ensuring safe and efficient transportation for persons with disabilities, as provided by the Americans with Disability Act (ADA). Any ADA transportation service complaints received by KAT will be immediately investigated and every effort made to seek an appropriate and prompt resolution. By promptly identifying deficiency areas, KAT will work to make the necessary corrections or adjustments to alleviate the situation.

Any and all ADA Transportation service complaints shall be submitted in writing on the agency's complaint form and returned to the:

Kendall Area Transit
Administration Department
111 West Fox Road, Yorkville, IL 60560.

If you would like a copy of this form, or require additional information, please visit the Kendall County website at <https://www.kendallcountyil.gov> or call the Kendall Area Transit Administration Department at (630) 553-4171

Kendall Area Transit **ADA Complaint Procedures and Form**

Policy and Procedures:

The Kendall Area Transit (KAT) is committed to ensuring safe and efficient transportation for persons with disabilities, as provided by the Americans with Disability Act (ADA).

Any ADA transportation service complaints received by Kendall Area Transit will be immediately investigated and every effort made to seek an appropriate and prompt resolution. By promptly identifying deficiency areas, Kendall Area Transit will work to make the necessary corrections or adjustments to alleviate the situation.

All ADA Transportation service complaints shall be submitted in writing on the agency's complaint form and returned to the Kendall Area Transit, Administration Department 111 West Fox Road, Yorkville, IL 60560. Please see the attached form.

The following information is necessary to assist us in processing your complaint. If you require any assistance in completing this form, please contact the Kendall Area Transit, Administration Department (630)553-4171. The completed form must be returned to Kendall Area Transit, Administration Department 111 West Fox Road, Yorkville, IL 60560.

The investigative officer shall maintain a log of ADA complaints received from this process which log shall include the date the complaint was filed, a summary of the allegations, the status of the complaint, and actions taken by Kendall Area Transit in response to the complaint. Should Kendall Area Transit receive an ADA complaint in the form of a formal charge or lawsuit, the agency's attorney shall be responsible for the investigation and maintaining a log as described herein.

Kendall Area Transit **ADA Complaint Form**

Name: _____

Street Address: _____

Phone: _____ Alternate Phone: _____

Person discriminated against (if someone other than complainant):

Name(s): _____

Street Address, City, State & Zip Code: _____

Date of Incident: _____

Please describe the alleged incident (attach additional pages if needed):

[illegible]

(Description of incident continued):

Have you filed a complaint with any other federal, state or local agencies? ☐ Yes ☐ No

If so, list agency / agencies and contact information below:

Agency: _____ Contact Name: _____

Street Address, City, State & Zip Code _____

Agency: _____ Contact Name: _____

Street Address, City, State & Zip Code _____

I affirm that I have read the above charge and that it is true to the best of my knowledge, information and belief.

Complainants Signature **Date**

Print or type name of complainant: _____

For KAT Use Only

Date Received: _____ Received By: _____

**IN THE CIRCUIT COURT FOR THE TWENTY-THIRD JUDICIAL CIRCUIT
KENDALL COUNTY, ILLINOIS**

COUNTY OF KENDALL, an Illinois Body Politic,)	
)	
Plaintiff,)	
)	
-vs-)	Gen. No. 2023 ED 2
)	
DANIEL LINDSAY, BUSEY BANK, THE UNITED)	
STATES SECRETARY OF HOUSING AND URBAN)	
DEVELOPMENT, UNKNOWN OWNERS &)	
NON-RECORD CLAIMANTS)	
)	
Defendants.)	

STIPULATION FOR ENTRY OF AGREED FINAL JUDGMENT ORDER

The Plaintiff, COUNTY OF KENDALL (“County”), an Illinois body politic, by its attorney, Eric C. Weis, Kendall County State’s Attorney, Defendant DANIEL LINDSAY (“Lindsay), appearing pro se, not having filed a formal appearance, and Defendant THE UNITED STATES SECRETARY OF HOUSING AND URBAN DEVELOPMENT (“HUD”), by its attorney, Morris Pasqual, Acting United States Attorney, do hereby stipulate and agree that the foregoing cause has been fully compromised and settled, as follows:

1. That the County has authority to exercise the right of eminent domain; that the property sought to be taken herein is subject to the exercise of such right; and that such right is not being improperly exercised in this proceeding.
2. That the parties hereto waive the right to impaneling of a jury for the viewing of the premises and for determination of just compensation and waive their right to appeal.
3. That the parties stipulate and agree that the sum of FOUR HUNDRED DOLLARS AND ZERO CENTS (\$400.00) constitutes the total combined Final Just Compensation to be paid by the County for fee simple title to the subject property legally described under “Parcel

Description” in Exhibit “A” hereto and hereinafter defined as the “Parcel” and for a five-year temporary construction easement over the property legally described under “Temporary Easement Description” in Exhibit “A” hereto and hereinafter defined as the “Temporary Easement Area” including any and all claims for damages to the remainder property and any restoration costs, if any.

4. That the parties hereto agree to the entry of an Agreed Final Judgment Order in conformity with this Stipulation, fixing full and final just compensation for fee simple title to the Parcel described in Exhibit “A” and for a five-year temporary construction easement over the Temporary Easement Area described in Exhibit “A”, and setting forth the conditions and provisions of this Stipulation.

5. That because the amount representing the Final Just Compensation is already on deposit with the Kendall County Treasurer, the issue of accrued interest on Final Just Compensation following entry of the Agreed Final Judgment Order is moot.

6. That each party shall bear its own costs and attorneys’ fees.

AGREED AND STIPULATED:

**PLAINTIFF, THE COUNTY OF
KENDALL**

**DEFENDANT, THE UNITED STATES
SECRETARY OF HOUSING AND
URBAN DEVELOPMENT**

DEFENDANT, DANIEL LINDSAY

Office of the Kendall County
State's Attorney
Atty. No. 2000
807 W. John St.
Yorkville, IL 60560
(630) 553-4157

KENDALL COUNTY SHERIFF'S OFFICE

MONTH-END REPORT



OCTOBER

2023

Submitted by: Sheriff Dwight A. Baird

OPERATIONS DIVISION

POLICE SERVICES	October-21	October-22	September-23	October-23
Calls for Service	737	751	715	751
Police Reports	347	358	353	340
Total Arrests	42	122	162	111
Ordinance Citations Issued	0	0	0	0

TRAFFIC SERVICES

Traffic Contacts	245	528	648	505
Traffic Citations Issued	71	249	253	284
DUI Arrests	6	6	4	5

TRAFFIC CRASH INVESTIGATIONS

Property Damage	18	45	27	49
Personal Injury	25	16	15	15
Fatalities	1	1	0	0
TOTAL CRASH INVESTIGATIONS	44	62	42	64

VEHICLE USAGE

Total Miles Driven by Sheriff's Office	46,719	53,245	56,622	53,370
Vehicle Maintenance Expenditures	\$17,270	\$7,976	\$0	\$4,379
Fuel Expenditures	\$11,295	\$16,798	\$15,477	\$15,441
Fuel Gallons Purchased	3,652	4,298	4,033	4,557
Squad Damage Reports	2	1	1	0

AUXILIARY DEPUTIES

Ride-A-Long Hours	0	5	0	0
Auxiliary Hours	96	167	97	89
TOTAL AUXILIARY HOURS	96	172	97	89

EVIDENCE/PROPERTY ROOM

New Items into Property Room	102	122	121	83
Disposal Orders Processed	33	28	44	32
Items Disposed Of	4	81	127	207
Items Sent to Crime Lab for Processing	10	1	49	15

INVESTIGATIONS/COPS ACTIVITIES

Total Assigned Cases (Patrol/Invest)	28	30	19	27
Total Closed Cases (Patrol/Invest)	24	27	24	22
Total Open Cases (Patrol/Invest)	141	82	85	90
Community Policing Meetings/Presentations	26	34	38	30

Sex Offender / Violent Offenders Against Youth Registrations

Sex Offender Registrations	13	13	15	11
Sex Offender - Address Verifications Completed	0	0	0	0
Sex Offender - Address Verification Attempted	0	0	0	0
Total # of Sex Offenders- Jurisdiction	34	28	32	31
Total # of Sex Offenders- Entire County	94	87	86	86
Violent Offenders Against Youth Registrations	0	2	3	4
VOAY - Address Verification Completed	0	0	0	0
VOAY - Address Verification Attempted	0	0	0	0
Total # of VOAY- Jurisdiction	7	7	7	6
Total # of VOAY- Entire County	28	26	27	26

RECORDS DIVISION

SHERIFF SALES	October-21	October-22	September-23	October-23
Sales Scheduled	9	18	17	15
Sales Cancelled	2	12	10	10
Sales Conducted	7	6	7	5

CIVIL PAPERWORK

Papers Filed/Received	111	122	132	202
Papers Served/Executed	90	96	112	147

REPLEVINS/LEVY

Replevin/Levy Scheduled	0	0	1	0
Replevin/Levy Conducted	0	0	1	0

SA, SUBPOENA & FOIA REQUESTS

Electronic and Recording Copy Requests	58	73	66	70
Accident Reports	18	24	16	16
Background Checks	27	20	28	38
Incidents	93	68	71	80
Subpoenas	7	2	4	5
TOTAL REQUESTS	203	187	185	209

WARRANTS

Total Warrants on File	1,786	1,715	1,314	1,281
New Warrants Issued	135	137	133	78
Total Warrants Served	80	119	141	94
Warrants Quashed	21	21	41	17

EVICTIONS

Evictions Scheduled for Month	0	11	16	13
Evictions Cancelled	0	6	11	5
Evictions Conducted	0	5	5	8

FEES

Civil Process Fees	\$4,155	\$3,393	\$4,934	\$5,200
Sheriff Sales Fees	\$4,500	\$3,600	\$3,600	\$3,900
Records Fees/Fingerprinting	\$180	\$160	\$75	\$250
Bond Processing Fees	\$1,087	\$1,277	\$4,418	\$1,876
TOTAL FEES COLLECTED	\$9,922	\$8,430	\$13,027	\$11,226

CORRECTIONS DIVISION**JAIL POPULATION**

New Intake Bookings	160	158	207	167
Inmates Released	154	157	197	172
Federal Inmate ADP	66	19	13	11
Kendall County Inmate ADP	72	59	60	58
Other Jurisdictions Inmate ADP	12	3	6	7
Average Daily Population	150	81	79	76
ADP of inmates housed in other Jurisdictions		8	6	4

JAIL MEALS

Number of Meals Prepared Consolidated/Aramark	13,601	8,050	7,232	7,211
Price Per Meal	\$1.32	\$2.73	\$3.08	\$3.08

INMATE TRANSPORTS	October-21	October-22	September-23	October-23
To and From Kendall County Courthouse	13	50	52	54
Other County Court Transports	1	2	4	3
Out of County Prisoner Pickups	12	11	9	15
To I.D.O.C	0	1	2	1
Medical/Dental Transports	6	3	6	6
Court ordered medical transports	0	2	0	0
Juvenile To and From Youth Homes/Courts	19	8	14	6
Federal Transports	20	16	4	5
To and From Kane County Jail		24	3	6
TOTAL INMATE TRANSPORTS	71	117	94	96

INMATE WORK CREWS				
Number of Inmates	2	0	0	0
Number of Locations	1	0	0	0
Total Hours Worked	2	0	0	0

REVENUE				
Amount Invoiced for Inmates Housed for Other Juris.	\$6,510	\$2,170.00	\$2,250	\$5,400.00
Amount Invoiced for Federal Housing	\$163,200	\$47,120	\$36,156	\$31,740
Amount Invoiced for Federal Court Transport	\$6,128	\$10,525	\$693	\$1,068
Amount Invoiced for Federal Medical Transport	\$1,540	\$497	\$291	\$672
TOTAL INVOICED	\$177,378	\$60,312	\$39,390	\$38,880

MEDICAL BILLING				
Medical Contractual Services	\$20,208	\$20,809	\$21,917	\$21,917
Prescriptions	\$3,112	\$5,231	\$1,441	\$3,621
Medical	\$203	\$641	\$394	\$86
Dental	\$0	\$0	\$0	\$0
Emergency Medical Services	\$0	-\$584	\$44	\$0
Medical Supplies	\$434	\$204	\$159	\$318
TOTAL MEDICAL BILLING	\$23,957	\$26,301	\$23,955	\$25,943

Housing Expense				
Kane County Jail		\$23,475	\$4,275	\$0
TOTAL HOUSING EXPENSE		\$23,475	\$4,275	\$0

Outstanding FTA Fees				
FTA Fees- Outstanding	\$150	\$600	\$600	\$300

COURT SECURITY				
Entries	8,334	9,915	10,460	10,940
Items X-rayed	3,262	4,219	4,434	4,666
Bond Call - In Person	11	4	105	58
Bond Call - Video	43	50	26	0
Kendall Prisoners	49	71	73	63
Other Prisoners	8	15	16	16
Arrests made at Courthouse	26	28	29	15
Contraband Refused	51	45	46	60

ELECTRONIC HOME MONITORING

TOTAL DEFENDANTS ORDERED TO EHM				
Juvenile	13	6	5	4
Adult	66	72	79	81
TOTAL PARTICIPANTS	79	78	84	85

Orders		October-21	October-22	September-23	October-23
Presentenced		76	68	73	73
Bischof		37	34	36	29
Post Sentenced		3	4	11	12
Days Defendants Served on EHM					
Juvenile		224	147	95	113
Adult		1,727	2,120	2,207	2,289
TOTAL DAYS		1,951	2,267	2,302	2,402
EHM VIOLATIONS					
Juvenile		0	1	1	0
Adult		13	7	4	5
TOTAL VIOLATIONS		13	8	5	5
COST vs. COLLECTIONS					
Cost		\$5,131	\$5,962	\$6,054	\$6,317
Collected		\$6,488	\$3,305	\$2,274	\$1,423
KCSO TRAINING					
CORRECTIONS DIVISION					
NATURE OF TRAINING					
Airborne & Bloodborne Pathogens					2
Annual Mandatory Firearms Quals					3
Annual Shotgun Qual					1
CourtSmart					0.5
Critical Task in Jail/Corrections Operations & Reducing					48
Dealing w/ Inmate Aggression Successfully					24
De-Escalation & Reasonable Use of Force					2
FBI LEEDA Command Leadership					56
Ground Fighting Control Tactics Apprenticeship					16
Inmate Record Keeping					2
Jail Classification					20
Jail Release Procedures					3
LEADS LTFA					4
LEADS Re-Cert					3
Lexipol DTB's					19.5
OC Certification					4.5
Off Duty Qualification					3
Officer Stress Management					1
Responding to Emergencies 1					2
Responding to Emergencies 2					2
Rifle Qual					1
Riot Response for Corrections					17
Suicide Prevention for Law Enforcement					1
Taser Cert					32
Understanding Autism Spectrum Disorder					1
Understanding Hostage Incidents					17
WRAP Restraint					16
TOTAL HOURS		96.00	134.00	263.00	301.50
OPERATIONS DIVISION					
NATURE OF TRAINING					
40 Hour Instructor Development					40
Annual IACP Conference					15.25
Annual Mandatory Firearms Qualification					10
Annual Shotgun Quals					5
Child Abuse & Neglect ILETSB					2
CourtSmart					15.5
Emergency Medical Response					4

FBI LEEDA Master PIO	30
FBI LEEDA Command Leadership	28
Firearms Restraining Orders Act Awareness	25
Ground Fighting Control Tactics Apprenticeship	32
ICAT Train-the-Trainer	12
Integrated Ballistics ID System Re-Cert	8
Laws of Arrest Refresher	1.5
Leader Armor	6.5
LEADS LTFA	12
LEADS Re-Cert	9
Less Lethal Bean Bag Qualifications	10.5
Lexipol DTB's	26.25
Mental Health Awareness	35
Mental Health In-House	259
OC Pepper Spray Cert	1.5
Off Duty Qual	8
Officer Stress Management	3
Psychology of Domestic Violence	16
Rifle Qualification	10
Roll Call Training	10.75
Taser Cert	12
Taser Instructor	16
Traffic Crash Reconstruction Conference	24
Trauma Informed Response to Sexual Assault/Abuse	16
Yoga for 1st Responders	16
TOTAL HOURS	0.00 618.00 387.50 719.75

COURT SECURITY

October-22

NATURE OF TRAINING

Court Security: Response to Critical Incidents & Emergency Planning	16
CourtSmart	3.5
Dealing w/ Inmate Aggression Successfully	10
LEADS Re-Cert	1.5
Lexipol DTB's	4.5
Off Duty Qual	1
Riot Response for Corrections	5
Taser Instructor	16
Understanding Hostage Incidents	5
TOTAL HOURS	0.00 42.00 22.25 62.50

ADMINISTRATION DIVISION

NATURE OF TRAINING

Basic First Aid Awareness	1
Confined Space Entry Awareness	0.5
CourtSmart	0.5
Electrical Safety Awareness	0.5
Emergency Response	0.5
Eye & Face Protection for Management	0.5
Fall Protection Awareness	0.5
FBI LEEDA Master PIO	30
Fire Extinguisher Safety	0.5
Hazard Communication Awareness	0.5
Hearing Conservation	0.5
LEADS Re-Cert	1.5
Personal Protective Equipment Awareness	0.5
Portable Ladder Safety	0.5
Respiratory Protection	0.5
Welding & Hot Work	0.5
Work Zone Safety for CMV	0.5
TOTAL HOURS	0.00 36.00 25.00 39.50

AUXILIARY		October-21	October-22	September-23	October-23
NATURE OF TRAINING					
Lexipol				3.25	4.5
	TOTAL HOURS	1.00	0.00	3.25	5
PART TIMERS					
NATURE OF TRAINING					
CourtSmart					2
Emergency Medical Response					1
Firearms Restraining Order Act Awareness					1
Lexipol DTB's					3.75
Mental Health Awareness					5
Taser Instructor					16
	TOTAL HOURS	0.00	11.00	28.25	28.75

Kendall County Clerk				
Revenue Report		10/1/23-10/31/23	10/1/22-10/31/22	10/1/21-10/31/21
Line Item	Fund	Revenue	Revenue	Revenue
CLKFEE	County Clerk Fees	\$614.50	\$703.50	\$1,230.00
MARFEE	County Clerk Fees - Marriage License	\$1,650.00	\$1,800.00	\$1,710.00
CIVFEE	County Clerk Fees - Civil Union	\$0.00	\$30.00	\$0.00
ASSUME	County Clerk Fees - Assumed Name	\$20.00	\$25.00	\$30.00
CRTCOP	County Clerk Fees - Certified Copy	\$2,212.00	\$2,040.00	\$2,332.00
NOTARY	County Clerk Fees - Notary	\$0.00	\$0.00	\$315.00
MISINC	County Clerk Fees - Misc	\$62.60	\$60.00	\$79.00
	County Clerk Fees - Misc Total	\$4,559.10	\$4,658.50	\$5,696.00
RECFEE	County Clerk Fees - Recording	\$23,161.00	\$25,427.00	\$42,164.00
	Total County Clerk Fees	\$27,720.10	\$30,085.50	\$47,860.00
CTYREV	County Revenue	\$49,776.25	\$74,480.00	\$58,548.75
DCSTOR	Doc Storage	\$13,367.50	\$14,792.50	\$24,832.00
GISMAP	GIS Mapping	\$42,510.00	\$46,924.00	\$78,662.00
GISRCD	GIS Recording	\$2,834.00	\$3,128.00	\$5,244.00
INTRST	Interest	\$98.20	\$92.40	\$30.16
RECMIS	Recorder's Misc	\$5,632.00	\$3,096.50	\$5,374.50
RHSP	RHSP/Housing Surcharge	\$22,122.00	\$12,663.00	\$22,140.00
TAXCRT	Tax Certificate Fee	\$1,000.00	\$920.00	\$640.00
TAXFEE	Tax Sale Fees	\$0.00	\$20.00	\$45.00
PSTFEE	Postage Fees			
CK # 19758	To KC Treasurer	\$165,060.05	\$186,201.90	\$243,376.41
Death Certificate Surcharge sent from Clerk's office \$1352.00 ck # 19757				
Dom Viol Fund sent from Clerk's office \$275.00 ck 19756				

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 ELEVEN MONTHS ENDED 10/31/2023

<u>REVENUES*</u>	<u>Annual Budget</u>	<u>2023 YTD Actual</u>	<u>2023 YTD% %</u>	<u>2022 YTD Actual</u>	<u>2022 YTD %</u>
Personal Property Repl. Tax	\$915,000	\$1,094,086	119.57%	\$1,288,936	277.20%
State Income Tax	\$3,158,685	\$3,550,213	112.40%	\$3,670,166	142.60%
Local Use Tax	\$760,000	\$760,594	100.08%	\$764,973	80.50%
State Sales Tax	\$650,000	\$672,968	103.53%	\$706,736	121.20%
County Clerk Fees	\$350,000	\$260,080	74.31%	\$341,612	97.60%
Circuit Clerk Fees	\$1,050,000	\$1,173,631	111.77%	\$1,086,108	86.90%
Fines & Foreits/St Atty.	\$250,000	\$376,638	150.66%	\$327,473	119.10%
Building and Zoning	\$80,000	\$95,956	119.95%	\$125,923	167.90%
Interest Income	\$75,000	\$1,417,762	1890.35%	\$234,847	587.10%
Health Insurance - Empl. Ded.	\$1,488,365	\$1,176,483	79.05%	\$1,107,527	69.70%
1/4 Cent Sales Tax	\$3,228,750	\$3,472,453	107.55%	\$2,978,852	92.26%
County Real Estate Transf Tax	\$450,000	\$443,042	98.45%	\$560,633	124.60%
Federal Inmate Revenue	\$584,000	\$358,620	61.41%	\$1,288,560	67.90%
Sheriff Fees	\$113,663	\$106,427	93.63%	\$88,188	76.70%
TOTALS	\$13,153,463	\$14,958,952	113.73%	\$13,270,832	95.87%
Public Safety Sales Tax	\$7,500,000	\$6,163,229	82.18%	\$6,247,962	113.30%
Transportation Sales Tax	\$7,500,000	\$6,163,229	82.18%	\$6,247,962	104.10%

****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 11 months the revenue and expense should at approxiametly 91.63%

EXPENDITURES

All General Fund Offices/Categories

\$31,803,438	\$21,334,341	67.08%	\$22,341,691	60.50%
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Office of the Kendall County Coroner

Monthly Report October 2023

* There were 49.25 hours of community service time served during the month of October. We received a very nice follow-up message from a prior community service worker with a current status update.

* The Kendall County Coroner's Office has partnered with KCSO, Plano Police, Yorkville Police, Montgomery Police and Joliet Police for medication disposal drop box sites. All the sites have been established and are receiving medication drop-offs. We have also established a Sharps Disposal Unit in front of the Coroner's Office which has been being utilized by the public.

* Coroner Purcell provided a presentation to the Oswego East High School Law Enforcement Class on October 19, 2023. The class had a morgue tour on October 20, 2023.

* On October 28, 2023 the Kendall County Coroner's Office hosted another successful DEA Take Back event. We collected approximately 5 pounds of diabetic supplies for donation, approximately 30 pounds of sharps and approximately 330 pounds of pills/liquids for disposal.

Deaths Report to the M.E.		Deaths Investigations	
October 2023	38	October 2023	6
YTD	300	YTD	60

MEI Scene Investigations		Postmortem Examinations	
October 2023	6	October 2023	3
YTD	51	YTD	27

Manner of Death						
	Natural	Accident	Suicide	Homicide	Indeterminate	Pending
October 2023	36	1	1	0	0	0
YTD	271	16	10	1	0	2

Cremation Permits Issued	
October 2023	27
YTD	187

Case Number	MOD	COD	DOB	DOD	Autopsy	Scene
2023-0263	Natural	Neoplasm	09-10-1940	10-01-2023	None	No
2023-0264	Natural	Cardiac-ASCVD-IHD	05-09-1959	10-02-2023	Full	Yes
2023-0265	Natural	Neoplasm	12-24-1951	10-04-2023	None	No
2023-0266	Natural	Pulmonary	06-02-1935	10-04-2023	None	No
2023-0267	Natural	Cardiac	10-27-1943	10-04-2023	None	No
2023-0269	Natural	Dementia-Alzheimers	07-06-1946	10-02-2023	None	No
2023-0268	Accident	Asphyxia-Drowning	06-01-1932	10-04-2023	Full	Yes
2023-0270	Natural	Nervous System	07-28-1939	10-04-2023	None	No
2023-0271	Natural	Cardiac	07-07-1937	10-05-2023	None	No
2023-0272	Natural	Cardiac-Infarct NOS	07-19-1960	10-06-2023	None	Yes
2023-0273	Natural	Neoplasm	02-29-1948	10-07-2023	None	No
2023-0274	Natural	Dementia-Alzheimers	08-31-1937	10-07-2023	None	No
2023-0275	Natural	Neoplasm	03-29-1947	10-08-2023	None	No
2023-0276	Natural	Neoplasm	10-25-1941	10-10-2023	None	No
2023-0277	Natural	Cardiac-Infarct NOS	03-13-1945	10-10-2023	None	No
2023-0278	Natural	Cardiac	06-11-1929	10-11-2023	None	No
2023-0279	Natural	Cardiac	05-28-1937	10-11-2023	None	No
2023-0280	Natural	Hematologic Disorder	02-28-1940	10-11-2023	None	No
2023-0281	Natural	Neoplasm	09-21-1933	10-12-2023	None	No
2023-0282	Natural	Cardiac-Infarct NOS	01-31-1932	10-12-2023	None	No
2023-0283	Natural	Neoplasm	08-19-1945	10-13-2023	None	No
2023-0284	Natural	Neoplasm	04-20-1959	10-13-2023	None	No
2023-0285	Natural	Pulmonary	08-16-1944	10-14-2023	None	No
2023-0286	Natural	Neoplasm	12-28-1947	10-14-2023	None	No
2023-0287	Natural	Pulmonary	03-05-1928	10-16-2023	None	No
2023-0288	Natural	Renal Disease	10-07-1947	10-17-2023	None	No
2023-0289	Suicide	Asphyxia-Strangulation-Hanging	10-21-1983	10-17-2023	None	Yes
2023-0290	Natural	Renal Disease	06-03-1953	10-18-2023	None	No
2023-0291	Natural	Neoplasm	06-14-1961	10-20-2023	None	No
2023-0292	Natural	Neoplasm	07-22-1973	10-21-2023	None	No
2023-0293	Natural	Neoplasm	01-29-1960	10-21-2023	None	No
2023-0294	Natural	Pulmonary	01-03-1943	10-23-2023	None	No
2023-0295	Natural	Cardiac	03-29-1939	10-25-2023	None	No
2023-0296	Natural	Renal Disease	12-26-1948	10-27-2023	None	No
2023-0297	Natural	Nonspecific Natural	12-06-1968	10-28-2023	Full	Yes
2023-0298	Natural	Neoplasm	12-30-1963	10-28-2023	None	No

Case Number	MOD	COD	DOB	DOD	Autopsy	Scene
2023-0299	Natural	Neoplasm	03-02-1944	10-30-2023	None	No
2023-0300	Natural	Cardiac	03-08-1960	10-31-2023	None	Yes

Illinois School Code (105 ILCS 5/3-15) requires the Regional Office of Education to provide a list of employees to the county board for approval. Below is the list as of November 1, 2023.

Name	Position/funding
Guilinger, Mary	County/Grant Employee
Mallaney, Kathleen	County/Grant Employee
Thatcher, Bethany	County/Grant Employee
Childs, Jennifer	Finance Department-grant paid
Wills, Terese	Finance Department-grant paid
Redgate-Offhaus, Rhonda	McKinney Vento-grant paid
Oberbroeckling, Danielle	Outdoor Ed-Consortium paid
Bertino, Nicholas	Premier Staff-grant paid
Holladay, Heather	Premier Staff-grant paid
Janeczek, Kristine	Premier Staff-grant paid
Lindemuth, Samantha	Premier Staff-grant paid
Martin, Meghan	Premier Staff-grant paid
Meents, Kristi	Premier Staff-grant paid
O'Connell, Jennifer	Premier Staff-grant paid
Pedraza, Dianna	Premier Staff-grant paid
Riccolo, Peter	Premier Staff-grant paid
Robinson, James	Premier Staff-grant paid
Terry, Jaclyn	Premier Staff-grant paid
Vitko, Lauren	Premier Staff-grant paid
Wallace, Alaina	Premier Staff-grant paid
Elleby, Kim	Truancy Staff-grant paid
Griffin, Sinatra	Truancy Staff-grant paid
Jusufi, Agime	Truancy Staff-grant paid
Thompson, Sheila	Truancy Staff-grant paid
Wasko, Heather	Truancy Staff-grant paid
Carmichael, Carmellia	WIOA-grant paid
Stransky, Laura	WIOA-grant paid

Kendall County Emergency Management Agency

1102 Cornell Lane, Yorkville Illinois 60560

Roger Bonuchi, Director

Tracy Page, Deputy Director

Emergency Management Report

OCTOBER 2023

○ **KCEMA Operations**

- The NQS foundation is forming well. Kim has provided a task book template that we will shape for NQS. With the exception of RADIO, COML, and COMT, task books will be created for each by one of the members on that category.
- New training expectations list for 2024 was present to the membership October 18th and agreed upon.
- Volunteer hours' requirement set at 50 hours again for 2024

○ **Hazard Mitigation Plan**

- Ongoing project and assessments.
- Meeting 4 was held on October 24, 2023
- Public Forum will be February 20, 2024

○ **LEPC Committee**

- The first committee meeting was held on October 5, 2023
- LEPC will be installing the CAMEO suite of software tools on the EOC PCs.
- Rob DeLong was elected LEPC Chair, Roger Bonuchi Co-Chair, and Tray Page as Secretary.

○ **UCP Status (Our command bus)**

- Ordering parts to fix the mast air inlet.
- The VHF radio on the dash has been replaced and tested.
- Working on the dead antenna in the dispatch area.
- Both PC in the dispatch are need some repair.

○ **Radios**

- In the process of upgrading the current Starcom channel profile (ITTF), in a number of our radios, to the new Statewide Interop Template (SWIT). The 700/800Mhz channel layout has changed dramatically and must be updated. The SIEC will provide guidance on what channels can be used and by whom after November 29th.

○ **Search & Rescue**

- KCEMA SAR personnel participated in the recent SAREX last weekend. There were 22 ground searchers, drones, bicycles, and UTVs from multiple agencies attending. Kane County had their ITECS trailer on site. The exercise started off at around noon with the Kane County resources being deployed. This included Aurora, Kane County Forest Preserve personnel, Elburn/Campton Hills CERT, and Kane OEM team. Also deployed at that time was the Kane County Sheriff's Office K9 and Drones, along with an officer that liaised with Forest Preserve personnel. Around 14:00 mutual aid agencies started filtering in. Participating were; Kendall County EMA SAR, McHenry County EMA,

Lake County EMA, Carol Stream SAR, Elk Grove Village CERT SAR, and Hanover Township Emergency Services. Our own Joe Buan and at least one other person practiced some train running exercises with the mountain bikes and then participated in an initial search assignment in the actual exercise.

- More on the new KCEMA bike team later.

- **Meetings/Training/Volunteers/Details**

- Attended Yorkville Chamber Event – Biz Boo on 10/21
- Amateur Radio Classes continue on Thursday evenings, 6-8pm, 6 students
- IEMA County Call Update with IEMA Deputy Director via Zoom, Monthly
- ILEAS Meetings twice a month
- ARES Region 3 & 4 DEC meeting on the 3rd Tuesday of each month via Zoom
- UCP team lead meeting monthly.
- State Broadband meeting monthly.
- State radio “Stakeholders” meeting monthly.
- Planning the formation of an ARES group here in Kendall County. More to come on this.
- Volunteer meeting was held on October 16th. Training topics included NQS and training expectations