



**Kendall County Board Agenda**  
**Adjourned September Meeting**  
**Kendall County Historic Courthouse**  
**110 W. Madison St, Yorkville, IL 60560**  
**Tuesday January 21, 2025, at 9:00 AM**

1. Call to Order
2. Pledge of Allegiance
3. Invocation
4. Roll Call
5. Determination of a Quorum
6. Approval of Agenda
7. Special Recognition
  - A. Kendall County Employee of the Year John Lacek (Facilities Management Department) (p.3)
8. Public Comment
9. Consent Agenda
  - A. Approval of County Board Minutes from December 17, 2024 (p.4)
  - B. Approval of claims in the amount not to exceed \$2,092,512.74 from January 15, 2025
  - C. Approval of Committee minutes (p.9)
  - D. Approval of Service Agreement between Kendall County and City of Plano for the Provision of Demand-Response Transportation (p.50)
  - E. Approval of Management Analyst Job Description (p.55)
  - F. Approval of Revised Economic Development Coordinator Job Description (p.60)
  - G. Approval of Revised Executive Assistant Job Description
  - H. Approval of Revised Organizational Chart and Approved Headcount (p.70)
  - I. Approval of Payroll/Timesheet Correction Notice (p.72)
  - J. Approval of Revised Final Paycheck Form (p.74)
  - K. Approval of Revised Personnel File Review Request Form (p.77)
  - L. Approval of Revised Section 8.1 Personal and Banked Sick Leave Policy in the Kendall County Employee Handbook
  - M. Approval of Petition 24-31, A Request from the Kendall County Zoning Administrator for Text Amendments to Sections 36-282(20)(j), 36-282(32)(b), and 36-282(54) of the Kendall County Code by Increasing the Road Weight Limit Requirements from 73,280 Pounds to 80,000 Pounds in the Zoning Regulation Requirements for Composting Facilities, Landscaping Businesses, and Storage Facilities for Motor Vehicles, Boats, Trailers, and Recreational Vehicles (p.83)
  - N. Approval of Petition 24-32, A Request from the Kendall County Zoning Administrator for a Text Amendment to Section 36-1051(12) of the Kendall County Code by Transferring the Enforcement Authority of Window Sign Zoning Regulations from the County Sheriff or Designee to the Zoning Administrator or Designee (p.87)
  - O. Approval of Petition 24-33, A Request from the Kendall County Zoning Administrator for Text Amendments to the Kendall County Code by Adding Parks to the Appropriate Place Alphabetically in the List of Permitted Uses in the R-4, R-5, R-6, and R-7 Zoning Districts and Related Text Changes (p.90)
  - P. Approval of Resolution Providing for Spring Road Posting of Certain County Highways (p.94)
  - Q. Approval of Amendment #1 to Professional Services Agreement with HR Green related to the Gates Creek culvert replacements increasing the professional services fee by an amount not to exceed \$44,478.03
10. New Business
11. Elected Officials and Department Reports
  - A. Sheriff (Report Included in packet) (p.95)
  - B. County Clerk and Recorder (Report Included in packet) (p.103)
  - C. Treasurer
  - D. Clerk of the Court
  - E. State's Attorney
  - F. Coroner (Report Included in packet) (p.104)
  - G. Health Department
  - H. Supervisor of Assessments
  - I. Regional Office of Education (Report Included in packet) (p.107)
  - J. EMA (Report Included in packet) (p.112)

- K. Public Defender (Report Included in packet) (p.113)
- L. VAC
- 12. Standing Committee Reports
  - A. PBZ: Approval of Petition 24-34, A Request from the Kendall County Regional Planning Commission for Text Amendments to Section 36-247(7)(a) of the Kendall County Code by Reducing the Setback from Pipelines to Occupied Principal Structures (p.115)
- 13. Special Committee Reports
- 14. Liaison Reports
- 15. Other Business
- 16. Chairman's Report
  - Appointments
  - Bob Davidson – Raymond Drainage District – 2- year term – September 2027
  - Andy Nicoletti – County Chief Assessor – 4 year term – March 2029
  - Tom Casey – Regional Plan Commission – 3-year term – January 2028
  - Dave Hamman– Regional Plan Commission – 3-year term – January 2028
  - Ruben Rodriguez – Regional Plan Commission – 3-year term – January 2028
- 17. Public Comment
- 18. Questions from the press
- 19. Executive Session
- 20. Adjournment

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

**COUNTY OF KENDALL, ILLINOIS**  
**RESOLUTION 2025-\_\_\_\_\_**

**RESOLUTION HONORING EMPLOYEE OF THE YEAR: JOHN LACEK**

**WHEREAS**, the Kendall County Board recognizes and values the outstanding contributions of Kendall County employees and acknowledges their dedication to public service; and

**WHEREAS**, the Kendall County Employee of the Year award honors those who exemplify excellence through attributes such as collaboration and teamwork, innovation and creativity, exceptional quality of work, and courteous, helpful service; and

**WHEREAS**, John Lacek has proudly served Kendall County and its residents as a Facilities Management Maintenance I technician from May 20, 2019, through the present; and

**WHEREAS**, John Lacek displays exceptional initiative and innovation by devising new and improved equipment, work methods, and procedures at the Kendall County Public Safety Center, resulting in substantial savings in manpower, time, space, and materials, as well as improvements to the safety and health of Kendall County employees and the inmates housed at the Kendall County Public Safety Center; and

**WHEREAS**, John Lacek consistently displays a positive attitude and a strong willingness to go above and beyond to support his fellow employees, further highlighting his exceptional commitment to public service; and

**NOW, THEREFORE, BE IT RESOLVED**, that the Kendall County Board recognizes and honors John Lacek as the Kendall County Employee of the Year for 2024; and expresses gratitude for his tireless dedication to the betterment of Kendall County; and that his name be engraved on the Kendall County Employee of the Year Perpetual Plaque; and

**BE IT FURTHER RESOLVED**, that this resolution be publicly announced and celebrated; and a copy of this resolution presented to John Lacek suitable for framing.

Approved and adopted by the County Board of Kendall County, Illinois this 21<sup>st</sup> day of January, 2025.

Kendall County Board Chairman:

Attest:

\_\_\_\_\_  
Matthew Kellogg, County Board Chairman

\_\_\_\_\_  
Debbie Gillette, County Clerk and Recorder



**KENDALL COUNTY BOARD  
ADJOURNED SEPTEMBER MEETING  
December 17, 2024**

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, December 17, 2024, 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 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**

Chairman Kellogg led the Pledge of Allegiance.

**INVOCATION**

Chairman Kellogg asked for a moment of silence for the Grundy County Board Member that passed away unexpectedly.

**THE AGENDA**

Member Shanley asked to remove item R and add to New Business.

Member Koukol moved to approve the agenda. Member Peterson seconded the motion. Chairman Kellogg asked for a voice vote on the motion. All members present voting aye. **Motion carried.**

**PUBLIC COMMENT**

Miranda Marshall Falkner spoke about the demolition of the property located at 1539 Collins Road.

**CONSENT AGENDA**

Member DeBolt moved to approve the consent agenda.

- A. Approval of County Board minutes from November 19, 2024, and November 26, 2024
- B. Approval of Standing Committee minutes
- C. Approval of Claims in the amount of \$2,267,631.32 as of December 12, 2024
- D. Approval of Resolution of Kendall County's Contribution for Participation in the State's Attorneys Appellate Prosecutor's Program
- E. Approval of Service Agreement between Kendall County and the Village of Oswego for the Provision of Demand Response Transportation
- F. Approval of Service agreement between Kendall County and the United City of Yorkville for the Provision of Demand Response Transportation
- G. Approval of a Resolution Appointing Meghan Martin Interim Regional Superintendent of Schools for the Grundy/Kendall Regional Office of Education
- H. Resolution for Maintenance Under the Illinois Highway Code appropriating \$500,000 for the purchase of bulk rock salt and general maintenance of highways
- I. Approve Chicago HIDTA Crime Gun Intelligence Center Analyst Service Contract with Kendall County as the Fiduciary Agent effective February 2, 2025, through February 3, 2026, in the annual amount of \$85,000.00
- J. Approve Chicago HIDTA Crime Gun Intelligence Center Analyst Service Contract with Kendall County as the Fiduciary Agent effective February 2, 2025, through February 3, 2026, in the annual amount of \$85,000.00
- K. Approval of a \$1,500 per month stipend for fiduciary responsibilities related to HIDTA
- L. Approval of an agreement with Fox Fiber for reimbursement of eligible expenditures not to exceed \$80,000
- M. Approval of a contract with Cordogan Clark and Associates to award a bid for miscellaneous HVAC renovations to 1 Source Mechanical Inc. in an amount not to exceed \$949,899
- N. Approval of Contingency Reduction #11 Total of \$5,222 with revised contract amounts as follows: Lite Construction \$2,243,866 (\$6,187 - \$2,570 Credit = \$3,617 Increase); Plainfield Grading \$630,904 (\$3,000 Credit); Premium Concrete \$777,509 (\$9,000 Increase); Abbey Paving \$412,566 (\$605 Increase); Twin Oaks Landscaping \$96,534 (\$5,000 Credit)



- O. Approval of a three-year contract with Trane U.S. Inc. for Trane Building Automation Systems for the Kendall County Courthouse, Public Safety Center and Health and Human Services buildings with a total cost of \$50,072.19 (\$16,690.73 per year)
- P. Approval of Phase 2 County Office Building Renovations and Bid Documents with a total project cost of \$9,920,889
- Q. Approval of 2025 Kendall County Illinois, Meeting Schedule

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

**C) COMBINED CLAIMS:** ADMIN \$1,526.62 AC \$6,619.27; ASSMT \$593.07; BOR \$3,975.00; CIR CLK \$1,522.28; CIR CRT JDG \$19,524.43; CMB \$1,056.73; CRNER \$2,803.11; CRRCTNS \$46,268.40; CNTY ADMIN \$4,603.25; CNTY BRD \$328,997.06; CNTY CLK \$11,201.24; HIGHWAY \$848,638.82; CNTY TRSR \$3,201.21; ELCTNS \$2,004.41; EMA DIR \$31.50; EMA \$3,135.28; FCLT MGMT \$32,386.91; GIS COORD \$477.18; HLTH & HMN SRV \$307,848.30; HR \$145.87; JURY \$510.45; MERIT \$780.00; PBZ \$3,431.59; POST \$2,962.29; PRSDNG JDG \$7,943.17; PROB SPVSR \$14,748.64; PUB DEF \$112.50; SHRF \$121,170.25; ST ATTNY \$7,334.17; TECH \$14,493.78; TRES 1,388.0; UTIL \$35,110.43; VET \$12,416.13; CVL \$280,000; FP \$29,223.21; SHF \$76,155.68; SHF \$62,514.30;

**D)** A complete copy of Resolution 24-30 is available in the Office of the County Clerk.

**E)** A complete copy of IGAM 24-33 is available in the Office of the County Clerk.

**F)** A complete copy of IGAM 24-34 is available in the Office of the County Clerk.

**G)** A complete copy of Resolution 24-31 is available in the Office of the County Clerk.

**H)** A complete copy of Resolution 24-32 is available in the Office of the County Clerk.

## NEW BUSINESS

### Patrol Sergeants

Member Koukol moved to approve the Agreement Between Illinois Fraternal Order of Police Labor Council, Kendall County, Illinois, and the Kendall County Sheriff for Kendall County Sheriff's Police Bargaining Unit (Patrol Sergeants) effective December 1, 2024, through November 30, 2028. Member Wormley seconded the motion. Chairman Kellogg asked for a roll call vote on the motion. All members present voting aye. **Motion carried.**

### Committee Assignments

Member Shanley spoke about the selection and the make-up of the committees.

Member Gengler moved to approve the Kendall County Board Committee Assignments, Committee Chairman, and Liaisons. Member Rodriguez seconded the motion. Chairman Kellogg asked for a roll call vote on the motion. All members present voting aye except Bachmann, Flowers and Shanley. **Motion carried 7-3.**

## ELECTED OFFICIAL & OTHER DEPARTMENT REPORTS

### Sheriff

Under Sheriff Richardson reviewed the report.

### County Clerk & Recorder

#### Kendall County Clerk

Revenue Report		11/1/24-11/30/24	11/1/23-11/30/23	11/1/22-11/30/22
Line Item	Fund	Revenue	Revenue	Revenue
CLKFEE	County Clerk Fees	\$575.50	\$477.00	\$574.00
MARFEE	County Clerk Fees - Marriage License	\$900.00	\$630.00	\$780.00
CIVFEE	County Clerk Fees - Civil Union	\$30.00	\$0.00	\$30.00
ASSUME	County Clerk Fees - Assumed Name	\$30.00	\$15.00	\$65.00
CRTCOP	County Clerk Fees - Certified Copy	\$1,834.00	\$2,428.00	\$2,020.00

MISINC	County Clerk Fees - Misc	\$53.00	\$52.45	\$57.00
	County Clerk Fees - Misc Total	\$3,422.50	\$3,602.45	\$3,526.00
RECREE	County Clerk Fees - Recording	\$21,436.00	\$18,477.00	\$21,171.00
	Total County Clerk Fees	\$24,858.50	\$22,079.45	\$24,697.00
CTYREV	County Revenue	\$39,237.50	\$35,755.25	\$48,645.75
DCSTOR	Doc Storage	\$19,708.64	\$10,562.00	\$12,229.00
GISMAP	GIS Mapping	\$38,820.00	\$33,600.00	\$38,850.00
GISRCD	GIS Recording	\$7,160.75	\$2,240.00	\$2,590.00
INTRST	Interest	\$147.53	\$130.28	\$133.92
RECMIS	Recorder's Misc	\$515.50	\$4,553.75	\$3,171.00
RHSP	RHSP/Housing Surcharge	\$20,718.00	\$17,172.00	\$10,332.00
TAXCRT	Tax Certificate Fee	\$3,760.00	\$2,440.00	\$2,720.00
TAXFEE	Tax Sale Fees	\$1,924.00	\$1,993.60	\$1,656.00
PSTFEE	Postage Fees	\$62.70	\$288.21	
CK # 19938	To KC Treasurer	\$156,913.12	\$130,814.54	\$145,024.67

### **Coroner**

Coroner Jacquie Purcell reviewed the report.

### **Health Department**

Executive Director RaeAnn VanGundy honored Steve Curatti for his 25 years of service.

### **Supervisor of Assessments**

Supervisor of Assessments Andy Nicoletti stated that the Board of Review is done with the hearings. New construction is \$1.6 million.

### **Regional Office of Education**

Regional Superintendent Chris Mehochko stated that he appreciates the support he has received over the years and introduced Meghan Martin who will take over as interim.

### **EMA**

Director Roger Bonuchi stated that they had 1,500 hours in volunteer time last year, 21 volunteers and are working on pipeline safety, the spark program and 911 day in Newark.

### **VAC**

Superintendent Tim Stubinger reviewed the report.

## **STANDING COMMITTEE REPORTS**

### **Economic Development & Administration**

#### **Kendall Area Transit**

Jennifer Breault from the Administration Department presented the yearend report.

#### **Highway**

#### **Altered Speed Zones**

Member DeBolt moved to approve the Ordinance for the Establishment of Altered Speed Zones in Whitetail Ridge Subdivision. Member Peterson seconded the motion. Chairman Kellogg asked for a roll call vote on the motion. All members present voting aye. Motion carried.

Co Board 12/17/2024

A complete copy of Ordinance 24-41 is available in the Office of the County Clerk.

## Facilities & Technology

### Security Automation Systems

Member Shanley moved to approve the Resolution Granting Authority to the County Administrator to Execute a Contract with Security Automation Systems in an Amount Not to Exceed \$60,000 for the Purchase of Door Access Controls, Security Cameras, Installation and Related Costs. Member Peterson 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 Resolution 24-33 is available in the Office of the County Clerk.

### CHAIRMAN'S REPORT

Chairman Kellogg stated that Elizabeth Flowers appoint is not necessary as the term is not up yet.

Member Gengler moved to approve the appointment(s). Member Rodriguez seconded the motion. Chairman Kellogg asked for a voice vote on the motion. All members present voting aye. Motion carried.

#### Appointments

Megan Andrews – Board of Health – Remainder of term Expires September 2025  
Brooke Shanley – 708 Mental Health Board – 2 year term – Expires November 2026  
Zach Bachmann – 708 Mental Health Board (alternate) – 2 year term – Expires November 2026  
Zachman Bachmann - Connect Kendall County Commission -2 Year term – Expires November 2026  
Scott Gengler – CMAP MPO Policy – 2 year term – Expires November 2026  
Ruben Rodriguez – CMAP MPO Policy (alternate) – 2 year term – Expires November 2026  
Jason Peterson – CMAP Transportation Committee – 2 year term – Expires November 2026  
Fran Klaas – CMAP Transportation Committee – alternate - 2 year term – Expires November 2026  
Ruben Rodriguez – County Board Chaplin – 2 year term – Expires November 2026  
Brooke Shanley - Kendall County Board of Health Liaison – 2 year term – Expires November 2026  
Ruben Rodriguez – Housing Authority – 2 year term – Expires December 2026  
Brooke Shanley - Housing Authority (alternate) – 2 year term – Expires December 2026  
Scott Gengler - Juvenile Justice Council – 2 year term – Expires November 2026  
Brian DeBolt – KenCom Representative – 2 year term – Expires November 2026  
Seth Wormley – KenCom Representative (alternate) – 2 year term – Expires November 2026  
Matt Kellogg – Mayors/Managers – 2 year term – Expires November 2026  
Scott Gengler - Mayors/Managers - 2 year term – Expires November 2026  
Seth Wormley – Northwest Water Planning Alliance Executive Board – 2 year term – Expires November 2026  
Christina Burns- Northwest Water Planning Alliance Executive Board (alternate) - 2 year term – Expires November 2026  
Seth Wormley – Comprehensive Land Plan and Ordinance – 2 year term – Expires November 2026  
David Guritz - Resource Conservation & Development Council Rep (IL Headwaters) – 2 year term – Expires November 2026  
Jason Peterson – River Valley Workforce Development Board – 2 year term – Expires November 2026  
Seth Wormley – Soil and Water Conservation District – 2 year term – Expires November 2026  
Zach Bachmann – Soil and Water Conservation District (alternate) – 2 year term – Expires November 2026  
Scott Gengler - ISACo Large Counties Caucus – 2 year term – Expires November 2026  
Ruben Rodriguez - ISACo Large Counties Caucus – 2 year term – Expires November 2026  
Matt Kellogg - University of Illinois Extension Board – 2 year term – Expires November 2026  
Zach Bachmann - University of Illinois Extension Board – 2 year term – Expires November 2026  
Brooke Shanley - University of Illinois Extension Board – 2 year term – Expires November 2026  
Seth Wormley - Upper Illinois River Valley Development Authority – 2 year term – Expires November 2026  
Jason Peterson - Veterans Assistance Commission of Kendall County Liaison – 2 year term – Expires November 2026  
Seth Wormley - Veterans Assistance Commission of Kendall County Liaison (alternate) - 2 year term – Expires November 2026

### EXECUTIVE SESSION

Member DeBolt made a motion to go into Executive Session for (11) litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting. Member Peterson seconded the motion. Chairman Kellogg asked for

a roll call vote on the motion. All members present voting aye. **Motion carried.**

#### **ADJOURNMENT**

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

Approved and submitted this 18th day of December 2024.

Respectfully submitted by,  
Debbie Gillette  
Kendall County Clerk

## HIGHWAY COMMITTEE MINUTES

**DATE:** November 12, 2024  
**LOCATION:** Kendall County Highway Department  
**MEMBERS PRESENT:** Zach Bachmann, Ruben Rodriguez, Dan Koukol, & Scott Gengler  
**STAFF PRESENT:** Michele Riley, John Burscheid, and Francis Klaas  
**ALSO PRESENT:**

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

Motion Koukol; second Rodriguez, to approve the agenda. Motion approved unanimously.

Motion Gengler; second Rodriguez, to approve the Highway Committee minutes from October 8, 2024. Motion approved unanimously.

Motion Rodriguez; second Gengler to recommend approval of the low bid of Truck Centers in the amount of \$135,357 for a 2025 Western Star tandem axle cab & chassis. Klaas provided background on the bidding process and the fact that the Highway Department's goal is to acquire 1 new dump truck every year in order to completely replace the fleet every 10 to 12 years. Rodriguez asked if the replacement was based on first in, first out. Klaas said that is not always the case. In fact, some of the oldest trucks have been kept because they have less emissions equipment and tend to run better and longer. Trucks that have a history of mechanical problems are typically sold. Motion approved unanimously by voice vote.

Motion Koukol; second Gengler to recommend approval of the low bid of \$84,232 from Grainco FS, Inc. for the annual purchase of 12,000 gallons of unleaded gas and 20,000 gallons of diesel fuel for FY 2025. Rodriguez asked how this compared to the regular cost of fuel these days. Klaas indicated that the prices for the County were significantly cheaper because the County doesn't have to pay certain federal taxes on the fuel and because of the bulk purchase. Rodriguez also asked if we always buy 12,000 gallons of gas and 20,000 gallons of diesel. Klaas stated that the bid documents provide a 10-year history of how much fuel was purchased; and those numbers generally average about 12,000 and 20,000 annually. The bid specifications also prevent the County from being penalized for buying less or more than the bid quantities. Koukol pointed out that Grainco really sharpened their pencil this year on the bid. Koukol and Rodriguez also asked questions about how the fuel use is monitored. Klaas indicated that the fuel provider checks the tanks frequently, especially in the winter when the Department uses lots of diesel fuel... sometimes even filling the tank daily. A larger diesel fuel tank was also installed this year – 2000 gallons compared to 1500 gallons – which will provide for a greater cushion during times of heavy use. Rodriguez asked about the gauging of the fuel accounts. Klaas said that the reading of the fuel in the tank is manual; but the purchases by all the departments is managed by software that documents the user, date, time, vehicle, and how much is used. Koukol asked if the diesel fuel was bio-diesel. Klaas stated that it was. Koukol thought that since the Highway Department uses the fuel so quickly, the fact that it is bio-diesel shouldn't be a problem. Motion approved unanimously by voice vote.

Klaas presented the long-range transportation plan to the committee members. A digital copy of the plan had been sent out to members a couple weeks prior. The committee reviewed the proposed \$335 million worth of improvements in the Plan. Koukol pointed out that engineers are very interested in the projects contained in the Plan. Gengler asked about the Van Emmon improvements. Klaas discussed the County's goal to maintain jurisdiction of County Highways until they intersect with other County Highways or State Highways. He provided examples of these efforts in Newark, Millington, Plano & Yorkville. Van Emmon could be another one of these types of projects, although he wasn't sure whether Yorkville or the County might be the lead agency for the project. Rodriguez asked about the south end of Eldamain Road. Klaas stated that there was some controversy about whether these improvements should be included in the plan, but he felt strongly that it should be included, because it just can't be ignored. He further explained why following existing alignments was likely preferred as opposed to running on new alignment and destroying so much farm ground. Rodriguez also asked if this would be a 4-lane road. Klaas indicated it would only be a 2-lane road with a reduced footprint, similar to how the road now looks south of Illinois Route 71. Bachmann asked what the intersection improvement would be at Eldamain and Walker. Klaas didn't know, since the improvement was likely 20 or more years out and would be determined at that time.

Koukol wanted to discuss some of the projects on the east side of the County. He asked about the part of Plainfield east of Ridge Road that has no improvements shown in the Plan. Klaas indicated that traffic numbers were significantly less in that area when compared to those at the north end of Plainfield Road but admitted that you could make a strong argument for including the entire road. Koukol thought it would be best to show improvements for the entire length of Plainfield Road, for consistency and also to address the many crashes in this segment. Committee discussed and agreed that the entire length of Plainfield should be slated for improvements in the 20-year plan. Rodriguez and others thought it should be included for continuity. Klaas indicated he could amend the Plan and have it ready for County Board next Tuesday. Koukol also asked about the piece of Caton Farm Road going west from Ridge Road. Klaas discussed the piecemeal reconstruction of the roadway by developers and how the County will likely need to step in at some point and connect all the disjointed pieces. Koukol thought that the traffic numbers will be double whatever the projections are in this rapidly developing area.

Rodriguez asked about some of the improvements proposed in the area of Millbrook and Millington. Klaas discussed the proposed Walker Road realignment and the intersection improvement at Fox River Drive, Crimmin, and Walker Road. He indicated that the intersection improvement has been in the 5-Year Plan for several years, but we have been kicking it down the road because it just hasn't been as big a priority as some of the higher traffic areas to the northeast. Gengler asked for clarification on the "capacity improvement" on the map. Klaas stated that this means there will be lanes added to the existing road, such as going from a 2-lane to a 4-lane road. Koukol discussed the continuing construction near Ridge Road and 143<sup>rd</sup>, including the DHL site. He also asked about the proposed 143<sup>rd</sup> improvements on the east side of the Village of Plainfield. No one knew the status of that project in Will County. Committee was comfortable with the Plan, with the modification to be made to Plainfield Road. Motion Gengler; second Bachmann to forward the Long-Range Plan, as amended, to the County Board for consideration. Motion approved unanimously by voice vote.

In other business, the Committee discussed whether there has been any movement on the Route 52 and Grove Road intersection improvement. Klaas stated that IDOT has had a survey crew out at that location within the past month. Bachmann indicated he would follow up with his contacts to see where it stands. Bachmann also asked Klaas for an update on the Collins Road Improvement. Klaas said that the contractor was really putting a lot of people on the project now, and they are still promising that the roadway part of the project will be done this calendar year.

Motion Gengler; second Rodriguez, to forward Highway Department bills for the month of November in the amount of \$522,607.20 to the Finance Committee for approval. Motion approved unanimously.

Motion Rodriguez; second Gengler to adjourn the meeting at 4:04 PM. Motion carried unanimously.

Respectfully submitted,



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

### **Action Items**

1. Approve low bid of Truck Centers in the amount of \$135,357 for a 2025 Western Star tandem axle cab & chassis
2. Approve the low bid of \$84,232 from Grainco FS, Inc. for the annual purchase of 12,000 gallons of unleaded gas and 20,000 gallons of diesel fuel for FY 2025
3. Approve the 2024 – 2044 Long-Range Transportation Plan



**KENDALL COUNTY PLANNING, BUILDING & ZONING COMMITTEE**

***Kendall County Office Building***

***Rooms 209 and 210***

***111 W. Fox Street, Yorkville, Illinois***

***4:30 p.m.***

**Meeting Minutes of November 12, 2024**

**CALL TO ORDER**

The meeting was called to order by Vice-Chairman Rodriguez at 5:00 p.m.

**ROLL CALL**

Committee Members Present: Elizabeth Flowers (arrived at 5:19 p.m.), Dan Koukol, Ruben Rodriguez, and Brooke Shanley

Committee Members Absent: Seth Wormley

Also Present: Matthew H. Asselmeier, Director, Wanda A. Rolf, Office Assistant, Dan Kramer, and Cynthia Lucksinger

**APPROVAL OF AGENDA**

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

**APPROVAL OF MINUTES**

Member Koukol made a motion, seconded by Member Shanley, to approve the minutes of the October 7, 2024, meeting. With a voice vote of three (3) ayes, the motion carried.

**PUBLIC COMMENT**

None

**EXPENDITURE REPORT**

*Review of Expenditures from the Previous Month*

The Committee reviewed the Expenditure Reports from October 2024.

Mr. Asselmeier stated that the project and the amount from the Diller family property was closed. Member Koukol asked why the fine wasn't put on the deed. Mr. Asselmeier responded that the State's Attorney's Office gave Mr. Diller a deadline to pay the fine. Mr. Diller passed away before the deadline was reached. According to the State's Attorney's office the fine was against Mr. Diller, not the property, which is why it was not recorded as a lien.

**PETITIONS**

*Petition 24-26 Timothy A. Tremain*

Mr. Asselmeier summarized the request.

The Petitioners would like a map amendment rezoning approximately three point six more or less (3.6 +/-) acres located on north side of River Road between 11327 and

11209 River Road from R-1 One Family Residential District to R-3 One Family Residential District in order to build two (2) houses at the property.

The property was rezoned in 2007 by Ordinance 2007-03 and is Lot 1 of the Glen Nelson Subdivision.

The property is less than ten (10) acres in size as is eligible for rezoning under Section 8:07.H of the Kendall County Zoning Ordinance.

To date, the Petitioner has not indicated if they will be dividing the land through a Plat Act Exemption or if they will be pursuing a re-subdivision of the property.

The application materials and zoning plat were provided.

The property is approximately three point six (3.6) acres in size.

The County's Future Land Use Map calls for the property to be Rural Residential. The United City of Yorkville's Future Land Use Map calls for the property to be Estate/Conservation Residential.

River Road is a Township maintained Minor Collector.

The zoning plat shows a fifteen foot (15') trail easement along the southern portion of the property.

There are no floodplains or wetlands on the property.

The adjacent land uses are Agricultural, Wooded, Single-Family Residential, and a Private Road.

The adjacent properties are zoned A-1, R-1, and R-3.

The County's Future Land Use Map calls for the area to Rural Residential. The United City of Yorkville's Future Land Use Map calls for the area to be Estate/Conservation Residential.

Properties within one half (1/2) mile are zoned A-1, A-1 SU, and R-3 in the County and Residential inside Yorkville south of the Fox River.

The A-1 special use permits to the east is for a campground (PNA Camp).

EcoCAT Report submitted and consultation was terminated; there were protected resources in the area, but adverse impacts were unlikely.

The application for NRI was submitted on August 20, 2024. The LESA Score was 141 indicating a low level of protection. The NRI was provided.

Petition information was sent to Bristol Township on August 23, 2024. Bristol Township had no concerns regarding the proposal. A letter from Bristol Township was provided.

Petition information was sent to the United City of Yorkville on August 23, 2024. The Yorkville Planning and Zoning Commission reviewed the proposal at their meeting on October 9, 2024, and recommended favorably of the proposal. An email to that effect

was provided. The Yorkville City Council issued a positive recommendation at their meeting on October 22, 2024. An email to that effect was provided.

Petition information was sent to the Bristol-Kendall Fire Protection District on August 23, 2024. No comments received.

ZPAC reviewed the proposal at their meeting on September 3, 2024. The Petitioner's Attorney provided a history of the subdivision and the Petitioner's plan to build houses on the subject property. Any new houses would use the existing private road to access River Road; there would be no new cuts on River Road. Discussion occurred regarding the Estate/Conservation Residential classification in Yorkville's plan; this designation was placed on properties where Yorkville had not conducted a large amount of analysis of future land uses. Discussion also occurred regarding the trail easement. The earliest the Petitioner would construct houses would be 2025. ZPAC recommended approval of the proposal by a vote of seven (7) in favor and zero (0) in opposition with three (3) members absent. The minutes of the meeting were provided.

The Kendall County Regional Planning Commission reviewed this proposal at their meeting on October 23, 2024. The Kendall County Regional Planning Commission reviewed this proposal at their meeting on October 23, 2024. Discussion occurred regarding driveway locations; they would come off of Glen Nelson Drive and not River Road. Discussion also occurred regarding ownership responsibilities of Glen Nelson Drive. The Kendall County Regional Planning Commission recommended approval of the proposal by a vote of nine (9) in favor and zero (0) in opposition with one (1) member absent. The minutes of the meeting were provided.

The Kendall County Zoning Board of Appeals held a public hearing on this proposal on October 28, 2024. Other than the Petitioner's Attorney, nobody else from the public testified at the public hearing. Discussion occurred regarding maintenance responsibilities of Glen Nelson Drive; the property owners in the subdivision are responsible for maintaining the street. The Kendall County Zoning Board of Appeals recommended approval of the map amendment by a vote of five (5) in favor and zero (0) in opposition with two (2) members absent. The minutes of the hearing were provided.

The Petitioner would like to rezone the property in order to build a maximum of two (2) houses on the property.

The site is currently vacant. Any future buildings would have to meet applicable building codes.

No utility information was provided.

The property fronts Glen Nelson Drive, which is a private road. The zoning plat noted that the property cannot access River Road.

Any parking would be for residential purposes.

Based on the proposed uses, no new odors were foreseen.

Lighting would be for residential purposes and would have to follow applicable ordinances.

Landscaping would be for residential uses.

Signage would be for residential purposes and would have to meet applicable regulations.

The owners of the property would have to follow applicable noise control regulations based on residential uses.

Stormwater control would be evaluated as part of the building permit.

The Findings of Fact were as follows:

Existing uses of property within the general area of the property in question. The surrounding properties are used for agricultural purposes and single-family residential purposes.

The Zoning classification of property within the general area of the property in question. The surrounding properties are zoned A-1, R-1, and R-3. In particular, the properties immediate south of the subject property are zoned R-3.

The suitability of the property in question for the uses permitted under the existing zoning classification. One (1) single-family home could be built on the subject property under the present R-1 zoning classification. If a property owner wanted to construct additional homes, a map amendment to a zoning district that allows for small lots, such as the R-3 zoning classification, would be needed.

The trend of development, if any, in the general area of the property in question, including changes, if any, which may have taken place since the day the property in question was in its present zoning classification. The Zoning Board of Appeals shall not recommend the adoption of a proposed amendment unless it finds that the adoption of such an amendment is in the public interest and is not solely for the interest of the applicant. The Zoning Board of Appeals may recommend the adoption of an amendment changing the zoning classification of the property in question to any higher classification than that requested by the applicant. For the purpose of this paragraph the R-1 District shall be considered the highest classification and the M-2 District shall be considered the lowest classification. The trend of development in the area is a mix of agricultural and single-family residential.

Consistency with the purpose and objectives of the Land Resource Management Plan and other adopted County or municipal plans and policies. The subject property is classified as Rural Residential on the Future Land Use Map and the R-3 Zoning District is consistent with this land classification.

Staff recommended approval of the proposed map amendment.

The draft ordinance was provided.

Member Koukol stated he is in favor of a property owner splitting up their property to sell to individual buyers instead of building condos.

Member Koukal asked Mr. Asselmeier if there was a possibility that there was a trucking company to the east of the Tremain property. Mr. Asselmeier stated that he was not sure if it was specifically to the east but there was an alleged trucking company operating in the vicinity. Member Koukol stated that when the property owner to the east of Mr. Tremain's property first moved in, he had one (1) truck now there are many more trucks. Member Koukol feels the property to the east of Mr. Tremain's should be investigated. Member Koukol stated that there is a property, not far from him that has a trucking business. The trucks start leaving at 6:00 a.m.

Dan Kramer, Attorney for the Petitioner, spoke about Mr. Tremain's plans on building a home on Lot B, a two point one three (2.13) acre lot. The property is mostly bare and prospective buyers want smaller lots because of less lawn maintenance. There will be no access to River Road.

Member Rodriguez asked Mr. Kramer who will maintain Glen Nelson Road. Mr. Kramer explained that the lot owners in Glen Nelson Subdivision share responsibilities related to the maintenance of the road.

Member Koukol made a motion, seconded by Member Shanley, to recommend approval of the map amendment.

The votes were as follows:

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

The motion carried.

The proposal will go to the November 19, 2024, Kendall County Board meeting on the consent agenda.

Petition 24-28 Peter J. and Laurie Jo Pasteris on Behalf of the Peter J. Pasteris, Jr. Revocable Declaration of Living Trust

Mr. Asselmeier summarized the request.

On April 21, 2015, the County Board approved Ordinance 2015-06, granting a special use permit for a banquet facility at 1998 Johnson Road. The special use permit contained the following conditions and restrictions:

1. The facility was to be operated by a description and site plan attached to the ordinance.

2. The principal use of the property is for residential purposes and/or farming.
3. A maximum of two hundred (200) persons at any one time (with a 10% tolerance).
4. All events must be catered unless approved by the Health Department.
5. Compliance with applicable building codes and Americans with Disabilities Act accessibility provisions and securing required permits associated with any proposed remodeling, alteration, construction or expansion of existing and structures on the premises.
6. Retail sales are permitted as long as the retail sales will be ancillary to the main operations.
7. The noise regulations are as follows:

Day Hours: No person shall cause or allow the emission of sound during daytime hours (7:00 A.M. to 10:00 P.M.) from any noise source to any receiving residential land which exceeds sixty (60) dBA when measured at any point within such receiving residential land, provided; however, that point of measurement shall be on the property line of the complainant.

Night Hours: No person shall cause or allow the emission of sound during nighttime hours (10:00 P.M. to 7:00 A.M.) from any noise source to any receiving residential land which exceeds fifty-five (55) dBA when measured at any point within such receiving residential land provided; however, that point of measurement shall be on the property line of the complainant.

EXEMPTION: Powered Equipment: Powered equipment, such as lawn mowers, small lawn and garden tools, riding tractors, and snow removal equipment which is necessary for the maintenance of property is exempted from the noise regulations between the hours of seven o'clock (7:00) A.M. and ten o'clock (10:00) P.M.

8. Porta Johns (and other temporary bathroom facilities need to be removed within 2 business days after each event.
9. Events can run from May 1<sup>st</sup> through November 15<sup>th</sup> and the temporary tent can be erect from May 1<sup>st</sup> through November 15<sup>th</sup>.
10. Entities having jurisdiction may inspect the property annually including, but not limited to the Planning, Building and Zoning Department, Health Department, Sheriff's Office, and Fire Protection District in order to ensure the conditions of the special use permit are still being met and the permit is still applicable for the operation.

Ordinance 2015-06 was provided.

In 2019, a minor amendment to the special use permit was approved allowing the bathroom trailer and tent to be set up starting April 15<sup>th</sup>. Minor amendments were also approved in 2020, 2021, and 2022 allowing the bathroom trailer and tent to be set up from April 8<sup>th</sup> to November 30<sup>th</sup> for the next operating season.

The Petitioners submitted the following amendments to the special use permit which were revised at the October 9, 2024, ZPAC meeting:

1. Increase the capacity of people to three hundred (300) with a ten percent (10%) tolerance for a maximum capacity of three hundred thirty (330) people. The wait staff would not be included in these numbers (**Amended at ZPAC**).
2. Replace the existing tent with a permanent building that is approximately one hundred twenty-eight feet by sixty-four feet (128' X 64') in substantially the location shown on the site plan.
3. Install permanent restrooms in the facility with a septic permit from the Kendall County Health Department replacing the mobile trailer restroom.
4. Have events year-round.
5. Add the property identified by parcel identification number 06-10-200-001 to the special use permit.
6. Add the ability to add a business sign.

The proposed sign would be placed on top of a nine foot (9') high and fourteen foot (14') wide/long starting gate and would be eight feet (8') wide by two feet (2') high. The sign would not be illuminated.

No other changes to the site or business operations were proposed.

The application materials and the proposed site plan were provided.

The lot size will be approximately fourteen (14) acres following the addition of the parcel to the west of the original special use permit.

The Future Land Use Map calls for this property to be Suburban Residential. Plainfield's Future Land Use Map calls for this property to be Countryside Residential.

Johnson Road is a Township Road classified as a Minor Collector.

Plainfield has a trail planned along Johnson Road.

There were no floodplains or wetlands on the property.

The adjacent land uses are Single-Family Residential and Agricultural.

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



The County's Future Land Use Map calls for the area to be Suburban Residential and Rural Residential. Plainfield Future Land Use Map calls for the area to be Countryside Residential.

Properties within one half (1/2) mile are zoned A-1, A-1 SU, and R-2 in the County and R-1 PUD and Industrial inside Plainfield.

The A-1 SU to the west is for a seasonal festival.

EcoCat submitted on September 13, 2024, and consultation was terminated.

The NRI application was submitted as on September 16, 2024. The LESA Score 190 indicating a low level of protection. The NRI is included as was provided.

Na-Au-Say Township was emailed information on September 23, 2024. The Na-Au-Say Township Board reviewed the proposal at their meeting on October 21, 2024. The Township recommended approval of the proposal. An email to that effect was provided.

The Plainfield Fire Protection District was emailed information on September 23, 2024. Prior to application submittal, the Plainfield Fire Protection District submitted an email outlining the District's sprinkler and alarm requirements. This email was provided.

The Village of Plainfield was emailed information on September 23, 2024. No comments received.

ZPAC reviewed the proposal at their meeting on October 9, 2024. Discussion occurred regarding maximum building height; no restriction would be placed in the special use permit regarding building height. Discussion also occurred regarding the location of the septic system; it would be away from the horse pasture. Discussion occurred regarding a movable sign; the Petitioners agreed to supply information about the sign and that information would be included in the special use permit. The wait staff would not be included in the capacity count. ZPAC recommended approval of the proposal with the conditions proposed by Staff, adding the ten percent (10%) tolerance to the capacity, and excluding wait staff from the capacity county by a vote of seven (7) in favor, zero (0) in opposition, and three (3) members absent. The minutes of the meeting were provided.

Elizabeth Flowers arrived at this time 5:19 p.m.

The Kendall County Regional Planning Commission reviewed the proposal at their meeting on October 23, 2024. The Kendall County Regional Planning Commission reviewed the proposal at their meeting on October 23, 2024. Discussion occurred regarding the timing of events; they mostly occur on Friday and Saturday nights with occasional Sunday events. Events start at 4:00 p.m. on Saturdays and 5:00 p.m. on Fridays. No songs start after 11:00 p.m. on Saturdays and 10:00 p.m. on Sundays. All guests are usually gone within thirty (30) minutes of the last song. Disc jockeys have to plug into the Petitioner's sound system and the Petitioner has driven around the area with a decimeter checking noise levels. There have not been any noise complaints in

recent years. It was noted that many attendees take buses or carpool to the site. As such, parking is not issue. Discussion occurred regarding sprinkling requirements. Discussion occurred regarding the proposed building; it will be steel with a concrete foundation. The design was inspired by a barn from Lexington, Kentucky. The proposed sign will be placed in the hayfield setback from the road. It was noted that the Health Department's permit for the well and septic system would ultimately dictate the maximum number of people at the property; the building is designed for more than three hundred (300) people. The Petitioner stated that they rarely get requests that reach the three hundred (300) guest mark. The Kendall County Regional Planning Commission recommended approval of the proposal with the conditions proposed by Staff, by a vote of nine (9) in favor, zero (0) in opposition, and one (1) member absent. The minutes of the meeting were provided.

The Kendall County Zoning Board of Appeals held a public hearing on this proposal on October 28, 2024. One (1) person testified in opposition to the request. Discussion occurred regarding the lack of a photometric plan and an ADA accessible parking plan. Clarification was provided regarding the size of the sign. It was noted that the Petitioner was not requesting another access point off of Johnson Road and, to date, the Fire District did not have any issues with access to the property for health and safety. The Kendall County Zoning Board of Appeals recommended approval of the proposal with the conditions proposed by Staff, amending the condition clarifying the size of the sign, adding a requirement for the submittal of a photometric plan prior to the issuance of a building permit for the permanent building, and adding a requirement for the submittal of an ADA parking plan prior to the issuance of a building permit for the permanent building by a vote of five (5) in favor, zero (0) in opposition, and two (2) members absent. The minutes of the hearing were provided.

The Findings of Fact were as follows:

That 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 original special use permit was established in 2015. The only complaints that were submitted since the establishment of the special use permit were noise related complaints and those complaints were addressed. The proposal still requires buildings to obtain applicable permits and the site may be subject to periodic inspections to confirm compliance with the special use permit. A Health Department approved septic system to replace temporary restroom facilities is proposed and the septic system would be better for public health than the temporary trailers.

That 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 shall make 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 proposed amendments should not impact neighboring property owners. Restrictions are already in place regarding noise and public safety.

That adequate utilities, access roads and points of ingress and egress, drainage, and/or other necessary facilities have been or are being provided. No changes to the already approved ingress/egress or drainage are proposed. Utilities, other than the installation of a septic system approved by the County, shall remain unchanged.

That 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.

That 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. True, the proposed use is consistent with an objective found on Page 10-21 of the Kendall County Land Resource Management Plan which calls for "a strong base of agricultural, commerce and industry that provides a broad range of job opportunities, a healthy tax base, and improved quality of services to County residents."

Staff recommended approval of the requested amendments to the existing special use permit for a banquet facility subject to the following conditions and restrictions:

1. The Description and Site Plan attached to Ordinance 2015-06 are amended to incorporate the site plan attached hereto as Exhibit C. Further, if a conflict exists between the Description and Site Plan attached to Ordinance 2015-06 and the site plan attached hereto as Exhibit C, the site plan attached hereto as Exhibit C shall take precedent.
2. Condition 2 of Ordinance 2015-06 is hereby repealed in its entirety and is replaced with the following:  
  
"A maximum of three hundred (300) persons with a ten percent (10%) tolerance at any one (1) time. Wait staff shall not be included in the capacity count."  
**(Amended at ZPAC)**
3. Condition 7 of Ordinance 2015-06 is hereby repealed in its entirety.
4. Condition 8 of Ordinance 2015-06 is hereby repealed in its entirety and is replaced with the following:  
  
"Events may be held year-round."
5. One (1) sign a maximum of eight feet (8') wide by two feet (2') high may be placed on top of starting gate that is a maximum nine feet (9') high and fourteen feet (14') wide. The sign shall be in the pasture. The sign shall not be illuminated.  
**(Amended at ZBA).**

6. A photometric plan shall be submitted prior to the issuance of the building permit for the permanent building. **(Added at ZBA).**
7. An ADA parking plan shall be submitted prior to the issuance of the building permit for the permanent building. **(Added at ZBA).**
8. The remaining conditions and restrictions contained in Ordinance 2015-06 shall remain valid and effective.
9. 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.
10. If one or more of the above conditions or restrictions is declared invalid by a court of competent jurisdiction, the remaining conditions shall remain valid.
11. These major amendments to an existing special use permit shall be treated as covenants running with the land and are binding on the successors, heirs, and assigns as to the same special uses conducted on the property.

The draft ordinance was provided.

Member Koukol commended the Petitioner on always tending to the matters of his business and keeping the County informed of any changes. Member Koukol has attended events at the business. When Mr. Pasteris first started the banquet facility, there was a noise complaint and Mr. Pasteris attended the next meeting and told the Committee he was working on the noise issue and was able to solve it quickly. Mr. Pasteris has always addressed any issues in a timely manner. Member Koukol stated that anything Mr. Pasteris does is done properly and professionally.

Dan Kramer, Attorney for the Petitioner, said that Mr. Pasteris banquet facility had very nice bathrooms in trailers. They were air conditioned and kept very clean. The guests stated it would get hot in the trailer. A permanent building can be used all year and will have a normal indoor bathroom.

Mr. Kramer stated that in the event that the Petitioner may have three hundred (300) guests he did not want to violate the permit. Mr. Pasteris is asking for three hundred (300) with a ten percent (10%) tolerance for a maximum capacity of three hundred thirty (330) people. Mr. Kramer stated that most likely a maximum of two hundred seventy-five (275) people will be permitted because Mr. Pasteris may have to install a community well if he decides to go with three hundred (300) people.

Member Shanley made a motion, seconded by Member Flowers, to recommend approval of the amendment to an existing special use permit with the conditions proposed by Staff.

The votes were as follows:

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

The motion carried.

The proposal will go to the November 19, 2024, Kendall County Board meeting on the consent agenda.

Petition 24-36 Grant B. Mullen on Behalf of Newark Road Kendall Solar 1, LLC Nancy L. Harazin on Behalf of the Nancy L. Harazin Trust Number 101  
Mr. Asselmeier summarized the request.

In 2018, by Ordinance 2018-15, the Kendall County Board approved a special use permit for a public or private utility other (solar panels) at the subject property.

On March 13, 2023, the Planning, Building and Zoning Committee approved a minor amendment to the special use permit extending the deadline for installing landscaping to August 21, 2024, and granting the Committee the ability to grant extensions to this deadline.

On July 8, 2024, the Planning, Building and Zoning Committee approved an extension until October 31, 2024, to install landscaping.

Condition 2.A of the original special use permit from 2018 required the site be developed in accordance with a site plan, which included a landscaping component. Condition 2.C. of the original special use from 2018 required the arborvitae to be at least seven feet (7') in height at the time of planting. The site plan required the installation of thirty-one (31) Wareana Siberian Arborvitae, among other types of arborvitae and vegetation.

On October 25, 2024, the Petitioner submitted an email requesting an amendment to the special use permit lowering the height of the Wareana Siberian Arborvitae from seven feet (7') to six feet (6') and requesting an extension until May 1, 2025, for the installation of landscaping. The Petitioner claimed that the subject arborvitae were not available at seven feet (7').

Planting of the other types of vegetation has occurred or is in process of occurring.

Since the original special use permit was granted, an address to the property has been assigned and the property has been assigned new parcel identification numbers.

Staff recommended approval of the request.

Member Koukol asked if the solar company has built a berm yet; one (1) of the neighbors wanted to make sure there was a berm installed. Mr. Asselmeier stated that there was

no berm mentioned in the special use permit. Mr. Asselmeier stated he would look into whether or not a berm was proposed.

Member Flowers made a motion, seconded by Member Shanley, to approve the requested amendment.

The votes were as follows:

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

The motion carried.

**NEW BUSINESS:**

Approval of a Request to Extend the Deadline for Installing Vegetation at the Property Identified by Parcel ID Numbers 07-05-400-010 and 07-05-400-011 in the 16000 Block of Newark Road in Big Grove Township; Property is Zoned A-1 with a Special Use Permit for a Public or Private Utility Other

Member Koukol made a motion, seconded by Member Flowers, to approve the requested extension to May 1, 2025.

The votes were as follows:

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

The motion carried.

**Recommendation on 2024 Noxious Weed Annual Report**

Mr. Asselmeier summarized the request.

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

During 2024, the Kendall County, Planning, Building and Zoning Department investigated one (1) complaint of noxious weeds which was received in 2023. Upon investigation, the complaint was closed for lack of evidence. In 2022, 2021, and 2020, the Department received zero (0) complaints.

Staff recommended approval of the report.

Member Koukol made a motion, seconded by Member Shanley, to recommend approval of the report.

The votes were as follows:

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

The motion carried.

The proposal will go to the November 19, 2024, Kendall County Board meeting on the consent agenda.

Update on Planning, Building and Zoning Department Staffing

Mr. Asselmeier reported that at the last Admin/HR meeting the staff approved an amendment to the job description for Code Enforcement Officer from part time to full time. This will go to the County Board and if approved, the budget will allow for a full time Code Enforcement Officer.

Approval to Reduce the Number of Paper Documents Submitted for Zoning and Subdivision Applications

Mr. Asselmeier summarized the request.

As part of the codification process, Staff is updating Planning, Building and Zoning related applications to reflect new code sections.

As part of this process, Staff would like to reduce the number of certain paper documents applicants for zoning and subdivisions approvals have to submit because most of these types of applications are submitted electronically or the applications are digitized. The immediate proposed reductions are as follows:

1. Map Amendments    Reduce the Number of Plats from Fifteen (15) to Three (3).
2. Special Use Permits Reduce the Number of Plats and Site Plans from Fifteen (15) to Three (3).
3. Major Amendments to Special Use Permits    Same as Special Use Permits.
4. Variances    Reduce the Number of Plats from Twelve (12) to Three (3).
5. Other Plats    Reduce the Number of Plats from Ten (10) to Three (3).
6. Preliminary Plats    Reduce the Number of Plats from Fifteen (15) to Three (3) and Reduce the Number of Engineering Plans from Five (5) to Three (3).
7. Concept Plans    Reduce the Number of Plats from Twenty (20) to Three (3).



8. RPD Preliminary Plat Reduce the Number of Plats from Twenty (20) to Three (3), Reduce the Number of Landscaping Plans from Twenty (20) to Three (3), and Reduce the Number of Engineering Plans from Five (5) to Three (3).

In addition to the above immediate reductions, Staff proposes the following text amendments:

1. Section 30-98(c) by reducing the number of plats submitted for final plat applications from ten (10) to three (3).
2. Section 30-98(d) by reducing the number of final engineering plans submitted as part of final plat applications from four (4) to three (3).
3. Section 30-197(b)(2) by reducing the number of landscaping restoration and plantings plans as part of final plat applications from five (5) to three (3).
4. Section 36-155(c) by reducing the number of plats submitted for final plats of residential planned developments from ten (10) to three (3).
5. Section 36-184(1) by reducing the number of site plans submitted for site plan approval from eight (8) to three (3).

The above changes would only apply to working/reviewing documents. In most cases, applicants would still be required to submit one (1) additional plat/site plan for display purposes.

Staff recommended approval of the reduction.

Member Shanley made a motion, seconded by Member Flowers, to approve the reduction.

The votes were as follows:

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

The motion carried.

*Memo from WBK Engineering Regarding Investigation at 45 Settlers Lane*

The Committee reviewed the memo from WBK Engineering. The recommendations from WBK Engineering were as follows:

“We recommend the County seek legal counsel related to the public obligation to maintain and repair drainage systems on the subject property.

Unless there is a legal obligation determined, we recommend the County not accept responsibility for maintenance, repair or replacement of drainage improvements on private property. We believe this precedent would create a significant obligation for the County from a financial and staff perspective.

Furthermore, it has been our experience that public agencies rarely accept maintenance of drainage systems on private property unless a clear legal obligation has been determined or public benefit has been demonstrated and confirmed.”

Cynthia Lucksinger, Property Owner, spoke about the report from WBK Engineering. Ms. Lucksinger was disputing the findings of WBK Engineering.

Member Koukol asked Ms. Lucksinger if she recently had rain in her area. Ms. Lucksinger stated she had rain in her area. Member Koukol asked if the water was running through the pipe while it was raining. Ms. Lucksinger stated that the rain water was running through the pipe. She stated the pipe was rotted out and the water runs under her property and moves to her neighbor’s property and back to her property. Member Koukol asked Ms. Lucksinger if she received any quotes on a pipe. Ms. Lucksinger stated she had received quotes ranging from Thirty Thousand Dollars (\$30,000) to Seventy Thousand Dollars (\$70,000). Ms. Lucksinger also stated that the easement verbiage states that she needs permission from the County to perform any work because the easement belongs to the County.

Member Shanley asked Ms. Lucksinger, if the legal description from her plat states otherwise, was there a process Ms. Lucksinger could facilitate. Mr. Asselmeier stated that, if the County did not want to take action, Ms. Lucksinger can sue the County for the interpretation of the easement. Member Shanley asked what the next steps would be either by Ms. Lucksinger or by the County. Ms. Shanley stated that the item under new business was to review a memo from WBK Engineering and not provide any action to be taken. Mr. Asselmeier stated the Committee could request a legal review or to solicit price quotes or take other action a future meeting.

Member Rodriguez asked Mr. Asselmeier if he has seen the same verbiage in other areas of Kendall County. Mr. Asselmeier stated that he has seen the same verbiage on other plats. Ms. Lucksinger asked Mr. Asselmeier if he could email her other examples of the same document and verbiage that is on her document.

Member Koukol stated that he regrets that the issue was not resolved in Ms. Lucksinger’s favor and does not want to pursue this matter any further. Ms. Lucksinger stated that she is an attorney and does not want to take the matter to court but she will if necessary. Ms. Lucksinger stated the memo from WBK Engineering was not clear.

Ms. Flowers asked Ms. Lucksinger if she received any answer from James Webb, Kendall County Assistant State’s Attorney, regarding the County’s responsibility. Ms.

Lucksinger stated that Mr. Webb stated that it would be up to the Planning, Building, and Zoning Committee.

Member Koukol and Member Rodriguez stated that the County would not be able to repair or replace Ms. Lucksinger's pipe.

**OLD BUSINESS:**

Update on Stormwater Permit at 13039 McKanna Road (PIN: 09-09-100-002) in Seward Township

Mr. Asselmeier stated that WBK is waiting for calculation information from the applicant's engineer.

November 14, 2024, Homeowners Association Training Event

The Committee reviewed the agenda for the event.

**REVIEW VIOLATION REPORT:**

The Committee reviewed the report.

**REVIEW PRE-VIOLATION REPORT:**

The Committee reviewed the report.

**UPDATE FROM HISTORIC PRESERVATION COMMISSION:**

Mr. Asselmeier reported the Certified Local Grant application for the historic structure survey in unincorporated Na-Au-Say and Seward Townships had been submitted.

**REVIEW PERMIT REPORT:**

The Committee reviewed the report.

**REVIEW REVENUE REPORT:**

The Committee reviewed the report.

**CORRESPONDENCE**

None

**COMMENTS FROM THE PRESS:**

None

**EXECUTIVE SESSION**

None

**ADJOURNMENT:**

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

Vice-Chairman Rodriguez adjourned the meeting at 6:00 p.m.

Minutes prepared by Wanda A. Rolf, Part-Time Administrative Assistant

Enc.

3

**KENDALL COUNTY  
PLANNING, BUILDING, & ZONING COMMITTEE  
NOVEMBER 12, 2024**

IF YOU WOULD LIKE TO BE CONTACTED ON FUTURE MEETINGS REGARDING THIS TOPIC, PLEASE PROVIDE YOUR ADDRESS OR EMAIL ADDRESS

NAME	ADDRESS (OPTIONAL)	EMAIL ADDRESS (OPTIONAL)
Cyler Lucas		
Pat Kramer		

**KENDALL COUNTY PLANNING, BUILDING & ZONING COMMITTEE**  
*Kendall County Historic Court House*  
*Court Room*  
*110 W. Madison Street, Yorkville, Illinois*  
**6:30 p.m.**

**Meeting Minutes of January 13, 2025 – Unofficial until Approved**

**CALL TO ORDER**

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

**ROLL CALL**

Committee Members Present: Brian DeBolt, Ruben Rodriguez, and Seth Wormley

Committee Members Absent: Elizabeth Flowers and Dan Koukol

Also Present: Matthew H. Asselmeier, Director, Wanda A. Rolf, Office Assistant

**APPROVAL OF AGENDA**

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

**APPROVAL OF MINUTES**

Member DeBolt made a motion, seconded by Member Rodriguez, to approve the minutes of the November 12, 2024, meeting. With a voice vote of three (3) ayes, the motion carried.

**PUBLIC COMMENT**

None

**EXPENDITURE REPORT**

Review of Expenditures from November

The Committee reviewed the Expenditure Report from November 2024.

Review of End of Fiscal Year Escrow Report

The Committee reviewed the Report.

Review of Expenditures from December

The Committee reviewed the Expenditure Report from December 2024.

Chairman Wormley welcomed Member DeBolt to the Committee.

**PETITIONS**

Petition 24-31 Kendall County Zoning Administrator

Mr. Asselmeier summarized the request.

Effective January 1, 2010, the State of Illinois raised the weight limits on local roads from seventy-three thousand two hundred eighty (73,280) pounds to eighty thousand (80,000)

pounds. Local road authorities could still post roads for lesser amounts, but unposted roads were raised to the higher weight limit.

The zoning regulations for composting facilities, landscaping businesses, and storage facilities for motor vehicles, boats, trailers, and recreational vehicles retained the old number.

Staff was proposing to raise the number to match State regulations. The redlined version of the amendments were as follows:

Section 36-282 (20) (j) (Regulation of Composting Facilities)

Truck weights shall be limited to ~~seventy-three thousand two hundred eighty (73,280)~~ **eighty thousand (80,000)** pounds.

Section 36-282 (32) (b) (Regulation of Landscaping Businesses)

The business shall be located on, and have direct access to, a State, County or collector highway as identified in the County's Land Resource Management Plan, having an all-weather surface, designed to accommodate loads of at least ~~seventy-three thousand two hundred eighty (73,280)~~ **eighty thousand (80,000)** pounds unless otherwise approved in writing by the agency having jurisdiction over said highway. Such approvals shall establish limitations as to the number of employees and types of vehicles coming to and from the site that are engaged in the operation of the use (including delivery vehicles). These restrictions shall be included as controlling conditions of the special use.

Section 36-282 (54) (Regulation of Storage Facilities for Motor Vehicles, Boats, Trailers, and Recreational Vehicles)

Storage facilities for motor vehicles, boats, trailers, and other recreational vehicles, provided that the business shall be located on, and have direct access to, a State, County or collector highway as identified in the County's Land Resource Management Plan, having an all-weather surface, designed to accommodate loads of at least ~~seventy-three thousand two hundred eighty (73,280)~~ **eighty thousand (80,000)** pounds. Unless specifically permitted under a special use permit, all storage shall be in enclosed buildings. Self-storage or mini-warehouse facilities are specifically prohibited in the A-1 Agricultural District.

Petition information was sent to the Townships on October 25, 2024. To date, no comments have been received.

ZPAC reviewed the proposal at their meeting on November 5, 2024, and voted to forward the proposal to the Kendall County Regional Planning Commission by a vote of seven (7) in favor and zero (0) in opposition with three (3) members absent. The minutes of the meeting were provided.



The Kendall County Regional Planning Commission reviewed this proposal at their meeting on December 11, 2024. Discussion occurred regarding why the text had not been changed previously. Discussion also occurred regarding input from the Highway Engineer; the Highway Engineer had brought up this issue previously when evaluating special use permits for landscaping business. The Kendall County Regional Planning Commission recommended approval of the proposal by a vote of nine (9) in favor and zero (0) in opposition with one (1) member absent. The minutes of the meeting were provided.

The Kendall County Zoning Board of Appeals held a public hearing on this proposal on December 16, 2024. Nobody from the public testified at the public hearing and the Kendall County Zoning Board of Appeals recommended approval of the proposal by a vote of seven (7) in favor and zero (0) in opposition. The minutes of the hearing were provided.

The draft ordinance was provided.

Member DeBolt made a motion, seconded by Member Rodriguez, to recommend approval of the text amendment.

The votes were as follows:

Yeas (3): DeBolt, Rodriguez, and Wormley

Nays (0): None

Abstain (0): None

Absent (2): Flowers and Koukol

The motion carried.

The proposal will go to the January 21, 2025, Kendall County Board meeting on the consent agenda.

*Petition 24-32 Kendall County Zoning Administrator*

Mr. Asselmeier summarized the request.

As part of the codification review process, the Sheriff's Department requested that the enforcement regulations for window signs contained in Section 36-1051 (12) be amended.

The redlined version of the text is as follows:

Window signs. Window signs shall be affixed only to the interior surface of the glass and shall not be located on any windows above the first floor of the building. Such signs shall not exceed thirty-five (35) percent of the window surface area for each building face. Signs shall not be affixed in such a manner that a safety hazard to customers or staff of the establishment is created by the obstruction of vision. The **County-Sheriff Zoning**

**Administrator** or designee shall be empowered to require the removal or relocation of any such sign deemed to be a safety hazard.

To Staff's knowledge, the above section of the Zoning Ordinance portion of the Kendall County Code is the only section of the Zoning Ordinance portion of the Kendall County Code where enforcement was assigned to someone other than the Zoning Administrator or their designee.

Information was sent to the Townships on October 25, 2024. To date, no comments have been received.

ZPAC reviewed the proposal at their meeting on November 5, 2024, and voted to recommend approval of the proposal by a vote of seven (7) in favor and zero (0) in opposition with three (3) members absent. The minutes of the meeting were provided.

The Kendall County Regional Planning Commission reviewed this proposal at their meeting on December 11, 2024, and recommended approval of the proposal by a vote of nine (9) in favor and zero (0) in opposition with one (1) member absent. The minutes of the meeting were provided.

The Kendall County Zoning Board of Appeals held a public hearing on this proposal on December 16, 2024. No members of the public testified at the public hearing. The Kendall County Zoning Board of Appeals recommended approval of the proposal by a vote of seven (7) in favor and zero (0) in opposition. The minutes of the hearing were provided.

The draft ordinance was provided.

Member DeBolt asked how the County would become aware of such violations. Mr. Asselmeier responded that either the County received a complaint or the County observed the sign; in most cases, someone called in the complaint.

Member DeBolt made a motion, seconded by Member Rodriguez, to recommend approval of the text amendment.

The votes were as follows:

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

The motion carried.

The proposal will go to the January 21, 2025, Kendall County Board meeting on the consent agenda.

The proposal will go to the January 21, 2025, Kendall County Board meeting on the consent agenda.

*Petition 24-33 Kendall County Zoning Administrator*

Mr. Asselmeier summarized the request.

Parks are presently special uses in the A-1, M-1 and M-2 Districts and they are permitted uses in the R-1, R-2, R-3, and RPD Districts.

The Oswegoland Park District operates Winrock Park at 21 Winrock Road, SuzanJohn Park at 29 Hampton Road, and Augusta Lake Park at 116 Augusta Road. Winrock Park is zoned R-7 and the other two (2) parks are zoned R-6.

The above parks are presently legally non-conforming which could create regulatory issues if the Oswegoland Park District decided to make changes to the parks; Staff was not aware of any proposed changes at this time.

Staff proposed to add parks to the list of permitted uses in the R-4, R-5, R-6, and R-7 Districts by amending Section 36-535 adding parks in the appropriate place alphabetically to the list of permitted uses in these districts and related text changes.

No property can be rezoned to the R-4, R-5, R-6, or R-7 zoning districts.

Information was sent to the Townships and Park Districts on October 25, 2024. No comments received.

ZPAC reviewed the proposal at their meeting on November 5, 2024, and voted to recommend approval of the proposal by a vote of seven (7) in favor and zero (0) in opposition with three (3) members absent. The minutes of the meeting were provided.

The Kendall County Regional Planning Commission reviewed this proposal at their meeting on December 11, 2024, and recommended approval of the proposal by a vote of nine (9) in favor and zero (0) in opposition with one (1) member absent. The minutes of the meeting were provided.

The Kendall County Zoning Board of Appeals held a public hearing on this proposal on December 16, 2024. No members of the public testified at the public hearing. It was noted that, if the proposal was approved as proposed, the parks in the applicable zoning district would conform generally to zoning regulations. The Kendall County Zoning Board of Appeals recommended approval of the proposal by a vote of seven (7) in favor and zero (0) in opposition. The minutes of the hearing were provided.

The draft ordinance was provided.

Member DeBolt made a motion, seconded by Member Rodriguez, to recommend approval of the text amendment.

The votes were as follows:

Yeas (3): DeBolt, Rodriguez, and Wormley

Nays (0): None  
Abstain (0): None  
Absent (2): Flowers and Koukol

The motion carried.

The proposal will go to the January 21, 2025, Kendall County Board meeting on the consent agenda.

Petition 24-34 Kendall County Regional Planning Commission

Mr. Asselmeier summarized the request.

Section 36-247 (7) (a) of the Kendall County Code contains the following regulations regarding the setback of certain pipelines from Occupied Principal Structures:

“All pipelines greater than ten (10) inches in diameter which carry/conduct flammable or hazardous material shall be located a minimum of five hundred (500) feet from any occupied principal structure.”

In July 2024, the Kendall County Regional Planning Commission requested Staff to contact the municipalities and neighboring counties to ask what their regulations were pertaining to setback and the reason for their respective setback. A table with that information was provided.

Staff also contacted a representative from a pipeline company to see what the industry standard was for temporary construction easements. That email was provided.

At their meeting on September 25, 2024, the Kendall County Regional Planning Commission, by a vote of eight (8) in favor and zero (0) in opposition with two (2) members absent voted to initiate a text amendment to the Kendall County Zoning Ordinance reducing the setback from five hundred (500) feet to twenty-five feet (25).

The redlined version of the proposal is as follows:

“All pipelines greater than ten (10) inches in diameter which carry/conduct flammable or hazardous material shall be located a minimum of ~~five hundred (500)~~ **twenty-five (25)** feet from any occupied principal structure.”

The Commission’s reasons for the proposal were as follows:

1. The present five hundred (500) foot regulation negatively impacted a property owner’s ability to use their land by consuming too much land for setback purposes.
2. The present five hundred (500) foot regulation did not address public health and safety. The regulation of pipeline depth more adequate addresses public health and safety. Pipelines become a problem for public health and safety when they are disturbed and, if a pipeline is disturbed, five hundred (500) feet would not be

an adequate setback to prevent property damage.

Information was sent to the Townships on October 25, 2024. No comments received.

ZPAC reviewed the proposal at their meeting on November 5, 2024, and voted to forward the proposal to the Kendall County Regional Planning Commission by a vote of seven (7) in favor and zero (0) in opposition with three (3) members absent with the suggestion that the setback be five feet (5') as measured from the permanent easement line instead of being measured from the pipeline. The minutes of the meeting were provided.

The Kendall County Regional Planning Commission reviewed this proposal at their meeting on December 11, 2024. Discussion occurred regarding the measurement and the suggestion from ZPAC. It was noted that the width of easements and the placement of pipelines within easements also differed. The Kendall County Regional Planning Commission recommended approval of the original proposal by a vote of seven (7) in favor and two (2) in opposition with one (1) member absent. Chairman Ashton and Tom Casey voted no because they believed that five hundred feet (500') was excessive and twenty-five feet (25') was insufficient. The minutes of the meeting were provided.

The Kendall County Zoning Board of Appeals held a public hearing on this proposal on December 16, 2024. No members of the public testified at the public hearing. Discussion occurred regarding property values if homes are placed closer to pipelines. Member Prodehl stated that she did not have enough information to make an informed decision. Member LeCuyer favored a fifty foot (50') setback. The general consensus was that the present regulation was excessive and twenty-five feet (25') was insufficient. The Kendall County Zoning Board of Appeals recommended denial of the proposal by a vote of zero (0) in favor and seven (7) in opposition. The minutes of the hearing were provided.

The draft ordinance was provided.

Member DeBolt felt that twenty-five feet (25') was insufficient, but fifty foot (50') could work. He requested clarification on the Zoning Board of Appeals recommendation. Mr. Asselmeier said the Zoning Board of Appeals favored fifty foot (50').

Chairman Wormley asked where the measurement started and ended. Mr. Asselmeier responded that the measurement starts at the pipeline and goes to the occupied principal structure.

Chairman Wormley expressed concerns regarding the lack of knowledge of where pipelines were located within easements. Pipelines might not be located at the center of easements. As such, he was not in favor of having the measurement based on the location of pipelines.

Member Rodriguez asked about grandfathering. The existing pipelines would be grandfathered. The greater concern was building future homes near pipelines.

Discussion occurred regarding the agricultural exemption in zoning. The proposal was created with future, non-agricultural uses in mind and future expansion of pipelines.

Discussion occurred regarding typical easement widths. Easement widths could vary depending on what is located underground. Legally recorded easements would take precedent over County zoning regulations.

Chairman Wormley favored having the measurement start at the edge of an easement because the location of most easements were recorded. As such, the boundaries of an easement was known while the specific location of a pipeline within an easement was unknown. He discussed having a fifty foot (50') setback from the center of an easement.

Discussion occurred regarding federal regulations.

Discussion occurred regarding having multiple pipes within an easement.

Discussion occurred regarding pipeline safety compared to other forms of transportation of dangerous materials.

For clarity purposes, the measurement would be taken from a permanent easement.

Member Rodriguez asked when the last time the County received a permit application for a structure within the setback based on current regulations. Mr. Asselmeier could not recall a case where this occurred.

Member Rodriguez favored having a drawing illustrating the proposal.

Member DeBolt favored a fifty foot (50') setback.

Discussion occurred regarding changing the proposal to have the setback be fifty feet (50') as measured from the center of the permanent easement to any occupied principal structure.

Discussion occurred regarding wider easements based on the current proposal. The easement would supersede the County regulations.

Chairman Wormley favored having a twenty-five foot (25') setback as measured from the edge of the easement. This would take into account the width of a given easement. Discussion occurred regarding the width of easements at valve sites.

Discussion occurred regarding the process of amending the proposal. Mr. Asselmeier noted that the proposals currently under discussion are more restrictive than what was originally proposed. The Committee could make the proposal stricter without restarting the approval process.

Chairman Wormley favored clearing up the language even if the setback is not necessarily needed.

Chairman Wormley, seconded by Member Rodriguez, made a motion to amend the proposal to set the setback at twenty-five feet (25') as measured from the edges of a permanent easement to the occupied principal structure.

Chairman Wormley provided a history of the proposal.

The total setback would be fifty feet (50') on both sides of an easement.

The votes were as follows:

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

The motion carried.

The proposal will go to the January 21, 2025, Kendall County Board meeting on the regular agenda.

### **NEW BUSINESS:**

#### **Selection of Committee Vice-Chair**

Chairman Wormley selected Member Rodriguez as Committee Vice-Chair.

#### **Approval of Annual Renewal of Mobile Home Permit at 13443 Fennel Road**

Mr. Asselmeier provided the application for the mobile home permit, which is for a medical reason.

Member DeBolt made a motion, seconded by Member Rodriguez, to approve the application.

The votes were as follows:

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



The motion carried.

*Approval of a Request from Lisbon Township to Extend the Deadline to Install Botanicals at 15759 Route 47*

Mr. Asselmeier summarized the request.

In July 2022, the County Board approved a special use permit for a governmental building or facility by Ordinance 2022-19 at 15759 Route 47.

Condition 2.B required the installation of botanicals by June 1, 2024.

On May 6, 2024, the Committee approved a request to extend the deadline until December 1, 2024.

On November 12, 2024, the Lisbon Township Highway Commissioner submitted a request to extend the deadline to May 1, 2025.

Chairman Wormley favored granting a longer extension in order to avoid granting additional extensions and to avoid issues if spring is late.

The consensus of the Committee was not to grant additional extensions unless there was a good reason.

Discussion occurred regarding the funding for the project.

Member DeBolt made a motion, seconded by Member Rodriguez, to approve the extension until July 1, 2025, and require Lisbon Township to attend a meeting in the future if additional extensions are necessary.

The votes were as follows:

Yeas (3): DeBolt, Rodriguez, and Wormley

Nays (0): None

Abstain (0): None

Absent (2): Flowers and Koukol

The motion carried.

*Update on Stormwater Ordinance Violation at 7821 Route 71*

Mr. Asselmeier reported that a stormwater management permit had been issued and closed for the work that previously occurred at the property. The lien for the previous violation was still in place.

*Review of 2025 Application Calendar*

The Committee reviewed the application calendar.

Short-Term Rental Renewal Update

The Committee reviewed the table of short-term rental licenses.

Kendall County Regional Planning Commission Annual Meeting-February 1, 2025, at 9:00 a.m.

The Committee reviewed the save-the-date information for the meeting.

The Committee will have a special meeting at the same time.

Review of Departmental Policies

Voluntary Compliance/Code Enforcement Policy

Debt-Free Applicant Policy

Stormwater Investigation Cost Policy

Proposed Historic Preservation Commission Policy to Review Demolition and Alteration

Permits at Structures Identified in Historic Structure Surveys

The Committee reviewed the policies.

Update on Planning, Building and Zoning Department Staffing

Mr. Asselmeier reported that at the last Admin/HR meeting, the Committee approved transferring economic development to Administration. The PBZ Department made a job offer to a candidate for the Code Official position; HR is conducting background checks.

**OLD BUSINESS:**

Update on Stormwater Permit at 13039 McKanna Road (PIN: 09-09-100-002) in Seward Township

Mr. Asselmeier stated that WBK is waiting for calculation information from the applicant's engineer.

November 14, 2024, Homeowners Association Training Event

The training occurred in the County Board Room. Twelve (12) people from nine (9) organizations attended the training.

**REVIEW VIOLATION REPORT:**

Review of Violation Report from December 2024

The Committee reviewed the report.

Review of FY23-24 Inspection Report

The Committee reviewed the report.

**REVIEW PRE-VIOLATION REPORT:**

The Committee reviewed the report.

**UPDATE FROM HISTORIC PRESERVATION COMMISSION:**

Historic Preservation Organization Meeting-February 19, 2025, at 5:30 p.m., at the Plano Stone Church Community Center

The Committee reviewed the save-the-date information.

The historic preservation award window is now open.

The County is still waiting on the State regarding the application for a Certified Local Government Grant for an historic structure survey of unincorporated Seward and Na-Au-Say Townships.

**REVIEW PERMIT REPORT:**

Review Permit Report for November 2024

The Committee reviewed the report.

Review Permit Report for December 2024

The Committee reviewed the report.

Review of End of Year Permit Report

The Committee reviewed the report.

**REVIEW REVENUE REPORT:**

Review of November 2024 Revenue Report

The Committee reviewed the report.

Review of 2011-2024 Revenue Report

The Committee reviewed the report.

Review of December 2024 Revenue Report

The Committee reviewed the report.

**CORRESPONDENCE**

None

**COMMENTS FROM THE PRESS:**

None

**EXECUTIVE SESSION**

None

**ADJOURNMENT:**

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

Chairman Wormley adjourned the meeting at 7:53 p.m.

Minutes prepared by Matthew Asselmeier, Director

## HIGHWAY COMMITTEE MINUTES

**DATE:** January 14, 2025  
**LOCATION:** Kendall County Highway Department  
**MEMBERS PRESENT:** Jason Peterson, Dan Koukol, Scott Gengler & Zach Bachmann  
**STAFF PRESENT:** Francis Klaas  
**ALSO PRESENT:** PJ Fitzpatrick

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

Motion Bachmann; second Koukol, to approve the agenda. Motion approved unanimously.

Motion Gengler; second Bachmann, to approve the Highway Committee minutes from November 12, 2024. Motion approved unanimously.

Motion Koukol; second Bachmann to recommend approval of a resolution providing for spring road posting of certain county highways. Klaas described how the County typically posts just 3 roads each year, including Plattville/Chicago, Whitewillow, and Van Emmon. Those roads have not been structurally improved to withstand year-round truck traffic, so they get posted each spring. Upon consideration, motion approved unanimously.

Motion Bachmann; second Koukol to recommend approval of an amendment #1 to professional services agreement with HR Green related to the Gates Creek culvert replacements increasing the professional services fee by an amount not to exceed \$44,478.03. Koukol asked if the County had ever asked the Village of Oswego to participate monetarily in this project. Klaas indicated that he has had quite a bit of difficulty in coordinating this project with the Village, including considerable scrutiny of the hydraulics, lengthy delays in the review, among other things. He was also not so certain who to talk to at this point. Most of his coordination has been with the engineering department, and personnel have recently changed, which might explain some of the delays. He suggested that it might be more appropriate to approach this matter with the elected officials. Koukol also asked if the recent construction of the Gas-N-Wash at the NE corner of Orchard and Mill would have any effect on the project. Klaas stated that it would not. Klaas then showed the committee some exhibits and provided background on the motivation for the project. He indicated that this project, which was originally just to replace the 18" corrugated metal pipe with a new 36" culvert, has become much more complicated. It now involves additional culverts and storm sewer appurtenances at Mill Road, as well as land acquisition, and significant utility relocation and coordination. He fully supports approval of the amendment.

Koukol asked if the County needed permission from the Village to perform this work. Klaas thought that the County would need Village approval, since the storm sewers discharge into municipal open space controlled by the Village, as well as crossing a municipal street. Koukol also asked whether storm water would flood Fox Chase Subdivision when both the Village of Montgomery and Oswego had developed everything north of BNSF, and after we had made our storm sewer improvements under the railroad. Klaas stated that the improvements proposed by HR Green would only raise the 100-year flood event elevation south of BNSF by 0.1 feet. So the

County's proposed project should not have any significant impact on Fox Chase or anything else downstream. Koukol added that this project has been on the books for a very long time. Klaas concurred that the original analysis for the improvement was started somewhere back around 2008. He said that the Highway Department initiated the study to help alleviate flooding north of BNSF during major rainfall events, recognizing that in 1996, parts of Orchard Road were under water. He stated that it will be even more important to have this storm sewer improvement when the Village develops Tuscany Station, the cricket stadium, and other municipal developments. He added that he has been really surprised that the Village has not embraced the project, as it likely benefits them more than it does the County.

Koukol asked if the County could ask Montgomery to help with the cost of this project. Klaas thought it might be a little late in the game for that and added that Montgomery is not technically contiguous to the project. Koukol wondered if we would open bids without Oswego's approval. Klaas stated that the County would wait for Oswego's approval before taking it to a bid opening. He thought it might be helpful to get Oswego's elected officials more involved to get approval. Koukol discussed some of the development around Karis, Walmart and others towards Route 30. Klaas indicated that the area around Walmart all drains west to the Blackberry Creek, whereas Karis does drain south towards the County's pond and BNSF.

Bachmann thought that it just seems like a project that needs to be done. Klaas agreed. He said that, even if you're not an engineer, it's a no-brainer. Gengler asked where the additional funds would come from for the extra engineering costs. Klaas stated that it would come from the Transportation Sales Tax Fund, and since there were so many projects in that fund, the small increase in engineering fees would fit neatly into the budget. After consideration of all the information, the motion was approved unanimously by voice vote.

In Other Business, Gengler asked about the status of the Galena-Cannonball project. Klaas indicated that there was a significant amount of work to be completed, and likely wouldn't be finished before the 4<sup>th</sup> of July. Committee discussed the alignment and jurisdiction of Gordon Road and reviewed aerial exhibits. Gordon Road will be temporarily directed onto Dickson Road until it is connected easterly at a later date.

Bachmann asked about the status of Minkler-Collins. Klaas stated that all the big items have been completed, which is why the road is open; but there will be landscaping and pavement markings completed in the spring. Koukol discussed how little traffic there appears to be on Collins Road. He travels the road regularly and he didn't encounter a lot of traffic. Klaas agreed but felt that the numbers will change dramatically in coming years. PJ Fitzpatrick wondered how Ways or Google Maps are updated to show these new roadways that are open. Committee members discussed their own experiences with some of the wayfinding applications.

Motion Bachmann; second Gengler, to forward Highway Department bills for the month of January in the amount of \$517,789.34 to the Finance Committee for approval. Motion approved unanimously.

Motion Gengler; second Koukol to go into Executive Session at 3:54 PM for the purpose of the purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired. Motion approved unanimously by roll call vote.

Motion Gengler; second Bachmann to adjourn the meeting at 4:02 PM. Motion carried unanimously.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Francis C. Klaas", with a stylized flourish at the end.

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

**Action Items**

1. Resolution Providing for Spring Road Posting of Certain County Highways
2. Amendment #1 to Professional Services Agreement with HR Green related to the Gates Creek culvert replacements increasing the professional services fee by an amount not to exceed \$44,478.03

**COUNTY OF KENDALL, ILLINOIS**  
**HUMAN RESOURCES AND INSURANCE COMMITTEE**  
**Meeting Minutes for Monday, November 4, 2024, at 5:30 p.m.**

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**Call to Order**

The meeting was called to order by Committee Chair Ruben Rodriguez at 5:30 p.m.

**Roll Call**

Attendee	Status	Arrived	Left Meeting
Ruben Rodriguez	Here		
Jason Peterson		5:33 p.m.	
Elizabeth Flowers	Here		
Zach Bachmann	Here		
Matt Kellogg	Absent		

**With 3 members present a quorum was established.**

**Staff Present:** Christina Burns, Payton Karlovich, Brian Holdiman, & Matt Asselmeier

**Others Present:** Dane Mall & Todd Greer

**Approval of Agenda** – Member Bachmann made a motion to approve the agenda, second by Member Flowers. **With 3 members voting aye, the motion was carried by a vote of 3-0.**

**Approval of Minutes-** Member Flowers made a motion to approve October 7, 2024 minutes, second by Member Bachmann. **With 3 members voting aye, the motion was carried by a vote of 3-0.**

**Committee Reports and Updates** –

A. Alliant Insurance Services, Inc. and ICRMT – Kendall County Insurance Renewal

Dane Mall presented the 2025 Insurance Renewal proposal to the committee, which included property, casualty, liability, workers' compensation, and cyber insurance. The presentation outlined three renewal options:

1. Option #1 (status quo – no changes to deductibles): \$1,019,406 (16% increase in premium)
2. Option #2 (\$100,000 deductible/retention option): \$935,185 (7% increase in premium)
3. Option #3 (\$250,000 deductible/retention option): \$873,435 (0% increase in premium)

The committee engaged in a brief discussion regarding the potential increase of the County's deductible but ultimately decided to table the discussion for the next committee of the whole meeting.

**Member Bachmann made a motion to forward to the Committee of the Whole for further discussion on renewal options, second by member Peterson. With 4 members voting aye, the motion was carried by a vote of 4-0.**



**B. Monthly Benefits Report (pages 7-8 in packet)**

Payton Karlovich requested that the committee refer to page 7 for the monthly medical insurance report as well as the FY24 monthly medical insurance report. The reports are included in the packet.

**C. Monthly Human Resources Department Report (page 9 in packet)**

Payton Karlovich provided an update to the committee regarding the monthly report from the human resources department. She noted that there have been 12 nominations submitted for the employee of the year award. Later this week, the outreach committee will convene to discuss these nominations. Additionally, the employee benefits fair is scheduled for November 6 and November 7. Open enrollment will begin on November 11.

**D. Executime & Tyler Munis Update (page 10 in packet)**

Payton Karlovich provided the committee with an update on Executime and Tyler Munis. Since the last HR and Insurance meeting, the Health Department has initiated the development of the live platform in anticipation of the upcoming conversion from the test environment to the live environment. The only department that has yet to conduct testing is Judicial. All other departments have completed their testing.

**New Committee Business –**

**A. Revised Finance & Budget Analyst Job Description**

The finance & Budget Analyst job description replaces the existing job description for the finance and budget analyst. It changes this position from an hourly, FLSA non-exempt position into a salaried, FLSA exempt position. The substantive duties for this position will not change.

**Member Bachmann made a motion to forward to County Board meeting, second by member Flowers. With 4 members voting aye, the motion was carried by a vote of 4-0.**

**B. Full-Time Code Enforcement Officer Job Description.**

County Administrator Christina Burns informed the committee that the Planning, Building, and Zoning Department is currently in need of a full-time code enforcement officer. The department currently employs a full-time code enforcement officer and is responsible for all building permits, plan reviews, and supporting code enforcement activities. In 2019, a part-time code enforcement position was established, focusing primarily on code enforcement, with an expected workload of 10 hours per week. However, this position has experienced significant turnover, with three individuals having held the role and the most recent resignation occurring in September. Given the county's increased workload and the necessity for stability and redundancy in building inspections and code enforcement, staff recommend transitioning to a full-time code enforcement officer.

Committee members recognized the importance of this position and expressed overall support for the recommendation.

**Member Flowers made a motion to forward to County Board meeting, second by member Bachmann. With 4 members voting aye, the motion was carried by a vote of 4-0.**

**C. Chief Information Officer Job Description**

The Information and Communication Technology (ICT) Department is proposing a departmental reorganization. This reorganization aims to update job titles and the reporting structure without increasing the headcount. The ICT's Director Job Description would be replaced with the Chief Information Officer Job Description. The IT Systems Manager and IT Project Manager will report

directly to the Chief Information Officer. The IT Systems Manager will oversee the Systems Administrator and Helpdesk Supervisor roles, while the Helpdesk Supervisor will supervise the three existing Computer Support Specialist positions.

**Member Flowers made a motion to forward to County Board meeting, second by member Bachmann. With 4 members voting aye, the motion was carried by a vote of 4-0.**

D. IT Systems Manager Job Description

**Member Peterson made a motion to forward to County Board meeting, second by member Bachmann. With 4 members voting aye, the motion was carried by a vote of 4-0.**

E. IT Project Manager Job Description

**Member Flowers made a motion to forward to County Board meeting, second by member Bachmann. With 4 members voting aye, the motion was carried by a vote of 4-0.**

F. Revised Deputy Director of Information, Communication and Technology

**Member Bachmann made a motion to forward to County Board meeting, second by member Flowers. With 4 members voting aye, the motion was carried by a vote of 4-0.**

G. Revised Systems Administrator Job Description

**Member Bachmann made a motion to forward to County Board meeting, second by member Flowers. With 4 members voting aye, the motion was carried by a vote of 4-0.**

H. Helpdesk Supervisor Job Description

**Member Bachmann made a motion to forward to County Board meeting, second by member Peterson. With 4 members voting aye, the motion was carried by a vote of 4-0.**

I. Revised Computer Support Specialist Job Description

**Member Flowers made a motion to forward to County Board meeting, second by member Bachmann. With 4 members voting aye, the motion was carried by a vote of 4-0.**

J. Revised Organizational Chart & Approved Headcount

**Member Peterson made a motion to forward to County Board meeting, second by member Bachmann. With 4 members voting aye, the motion was carried by a vote of 4-0.**

**Old Committee Business** – None

**Chairman's Report** – None

**Public Comment** – None

**Executive Session** – None

**Items for the Committee of the Whole Meeting –**

- a. Discussion of one of three options for the 2025 property, casualty, liability, workers' compensation and cyber insurance renewal

**Action Items for County Board –**

**1. Under Consent Agenda**

- a. Kendall County Insurance Renewal with Alliant Insurance Services, Inc and ICRMT
- b. Revised Finance & Budget Analyst Job Description
- c. Full-Time Code Enforcement Officer Job Description
- d. Chief Information Officer Job Description
- e. IT Systems Manager Job Description
- f. IT Project Manager Job Description
- g. Revised Deputy Director of Information, Communication and Technology
- h. Revised Systems Administrator Job Description
- i. Helpdesk Supervisor Job Description
- j. Revised Computer Support Specialist Job Description

**2. Items for Committee Business**

- a. Revised Organizational Chart & Approved Headcount

**Adjournment** – Member Peterson made a motion to adjourn, second by Member Bachmann. **With 4 members present in agreement, the meeting was adjourned at 6:16 p.m.**

Respectfully submitted,  
Nancy Villa  
Executive Administrative Assistant



## Kendall County Agenda Briefing

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**Meeting Type:** County Board

**Meeting Date:** Meeting 1/21/2025

**Subject:** **Approval of Service agreement between Kendall County and the City of Plano for the Provision of Demand Response Transportation**

**Prepared by:** **Jennifer Breault, PCOM**

**Department:** **Administration**

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**Action Requested:**

Approval of Service agreement between Kendall County and the City of Plano for the Provision of Demand Response Transportation

**Board/Committee Review:**

N/A

**Fiscal impact:**

\$24,250 to Kendall Area Transit

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**Background and Discussion:**

This document constitutes an agreement between Kendall County and the City of Plano for the provision of public transportation services by Kendall Area Transit within the boundaries of the City of Plano. This contract is effective for a three-year period, commencing on January 1, 2025, and concluding on December 31, 2027. The City of Plano agrees to remit an annual payment of \$24,250 to Kendall County for the services rendered by Kendall Area Transit pertaining to public transportation.

**Staff Recommendation:**

Approval of Service agreement between Kendall County and the City of Plano for the Provision of Demand Response Transportation

**Attachments:**

Service agreement between Kendall County and the City of Plano

**Service Agreement between Kendall County and City of Plano for the Provision of  
Demand-Response Transportation**

WHEREAS, this Service Agreement, hereinafter referred to as the “Agreement,” is made by and between Kendall County, Illinois, hereinafter referred to as the “County,” and City of Plano hereinafter referred to as “City of Plano”; and

WHEREAS, it is the mutual concern of the parties hereto that the transportation services provided hereunder be of high professional quality; and

WHEREAS, the County agrees to provide community and public transportation services in Kendall County (hereinafter referred to as the “Service Area”).

**WITNESSETH**

For and in consideration of the mutual covenants, and benefits hereinafter set forth, the County and City of Plano agree as follows:

**Section A. Effective Date, Service Area, Term, Termination**

1. **Effective Date.** This Agreement shall be effective January 1<sup>st</sup>, 2025, upon execution by County and City of Plano. The County hereby agrees to operate a demand-response transit system commonly known as Kendall Area Transit, hereinafter referred to as “KAT”.
2. **Service Area.** City of Plano authorizes the County to provide community and public transportation services within the limits of City of Plano hereinafter referred to as “Service Area.”
3. **Term; Termination.**
  - a. This Agreement shall remain in effect until December 31<sup>st</sup>, 2027. However, this Agreement may be terminated before December 31<sup>st</sup>, 2027, if City of Plano provides sixty (60) days advance written notice to the County of its intent to terminate this Agreement.
  - b. The County shall have the right to terminate this Agreement before December 31<sup>st</sup>, 2027 upon giving sixty (60) days written notice to City of Plano.
  - c. This Agreement may, if agreed to in writing by all parties prior to termination date, be extended by an additional two-year term. Any such extensions shall be executed by all parties no later than thirty (30) days prior to the termination date.

*November 25, 2024*

## **Section B. Description of Service**

1. The County shall provide demand-response (dial-a-ride, paratransit) transportation service to the residents of City of Plano in the same manner provided to residents of other communities within the County of Kendall that annually contribute funding towards the KAT program.
2. **Dial-a-ride Service.** KAT is the community and public transportation program of Kendall County. KAT transportation services are generally known as demand-response, also known as dial-a-ride and paratransit. KAT is operated for the general public, with special emphasis on service for senior citizens and persons with disabilities. KAT is administered by the County of Kendall. KAT demand-response service is available Monday through Friday from 6:00 a.m. to 7:00 p.m., except holidays. Fares range from \$2-\$5 for a one-way trip. All rides are pre-arranged by calling the KAT dispatch center, and all rides are based on vehicle space and availability. Service will be provided to Kendall County locations, with designated out-of-county locations, restricted mostly to medical, social services, and educational facilities. All fares and routes are subject to change at KAT's sole discretion.
3. **Changes to Service.** The County reserves the right to adjust the demand-response transportation services provided under the terms of this Agreement. Where appropriate, the County will consider input provided by City of Plano before implementing changes. However, both parties understand and agree that the County reserves final decision-making authority regarding adjustments in the dial-a-ride transportation service.

## **Section C. General Requirements**

1. **Personnel.** The County shall employ and furnish such personnel as shall be reasonably required for the efficient and economical operation of the transit system for City of Plano residents. The County agrees that all services to be undertaken by the County shall be carried out by competent and properly trained personnel. The City of Plano understands and agrees that the County may contract with an outside vendor to operate the KAT system.
2. **Operation.** The County shall operate the transportation system for City of Plano residents on the days, during the hours and over the routes with such scheduling, and at such fares as in accordance with Section B of this Agreement.

## **Section D. Payment**

1. Beginning January 1<sup>st</sup>, 2025, City of Plano will provide \$24,250 annually to the County in bi-annual payments. This compensation will be used as local match funding for various State and Federal transportation grants. Issuance of payment will adhere to the following schedule:

*November 25, 2024*

- a. Fiscal Year 2025: \$24,250
    - Due May 15th, 2025: \$12,125
    - Due November 15th, 2025: \$12,125
  - b. Fiscal Year 2026: \$24,250
    - Due May 15th, 2026: \$12,125
    - Due November 15th, 2026: \$12,125
  - c. Fiscal Year 2027: \$24,250
    - Due May 15th, 2027: \$12,125
    - Due November 15th, 2027: \$12,125
2. Payment shall be remitted to Kendall County’s address: Kendall Area Transit 111 West Fox Street, Yorkville, IL 60560
  3. In the event the Agreement is terminated as described in Section A.3, the City of Plano will not be entitled to a refund of payments previously paid to the County.

#### **Section E. Notices**

1. Any notices directed to the County shall be sent to:

Kendall County Administration	c.c. Kendall County State’s Attorney
Yorkville, IL 60560	807 John Street
Fax (630) 553-4171	Yorkville, IL 60560
	fax (630) 553-4204

2. Any notices directed to the City of Plano shall be sent to:

Plano City Administrator	c.c. Plano City Clerk
17 E. Main Street	17 E. Main Street
Plano, IL 60545	Plano IL 60545
Ph (630) 552-8275	

#### **Section F. Miscellaneous**

1. **Grant Funds.** Compensation under this Agreement is considered funding of last resort and is not intended to replace other State and Federal program obligations.
2. **Force Majeure.** The County shall not be liable for any failure, delay or interruption of service nor for failure or delay in performance of any obligations under this Agreement due to strikes, lockouts, acts of God, governmental restrictions, enemy action, civil commotion, unavoidable casualty, unavailability of fuel supplies or parts, and any similar acts beyond the control of the County.

*November 25, 2024*



3. **Modifications.** No modification, additions, or deletion of this Agreement shall be effective unless and until such changes are approved in writing by all parties to the Agreement.
4. **Non-Discrimination.** City of Plano its officers, employees, subcontractors, and agents agree not to commit unlawful discrimination/ unlawful harassment and further agree to comply with all applicable provisions of the Illinois Human Rights Act, Title VII of the Civil Rights Act of 1964, as amended, the Americans with Disabilities Act, the Age Discrimination in Employment Act, Section 504 of the Federal Rehabilitation Act, the Illinois Public Works Employment Discrimination Act, 775 ILCS 10/0.01 et seq., as amended, the Equal Pay Act of 2003, as amended, and all applicable rules and regulations. City of Plano its officers, employees, subcontractors, and agents shall maintain a written sexual harassment policy that complies with the requirements of 775 ILCS 5/2-105 and shall comply with all fair employment practices and equal employment opportunity/affirmative action requirements set forth in applicable state and federal laws and regulations. The City of Plano shall comply with any applicable reporting requirements of Section 11 of the Equal Pay Act of 2003.
5. **Choice of Law and Venue.** This Agreement shall be construed in accordance with the law and Constitution of the State of Illinois and, if any provision is invalid for any reason, such invalidations shall not render invalid other provisions which can be given effect without the invalid provision. The parties agree that the venue for any legal proceedings between them shall be the Circuit Court of Kendall County, Illinois, Twenty-Third Judicial Circuit, State of Illinois.

**Entire Agreement.** The Agreement and any addenda constitute the entire agreement between City of Plano and the County. If any provision of the Agreement is in conflict with the laws of the State of Illinois or the United States of America, said provision shall be considered invalid and the remaining provisions shall remain in force. This Agreement supersedes all prior agreements and understandings, whether written, or oral, between City of Plano and the County with respect to the subject matter hereof.

IN WITNESS WHEREOF, the said County has approved this Agreement and authorized it to be signed, sealed, and attested by the County Clerk and said City of Plano has approved the Agreement and authorized to be signed by \_\_\_\_\_ and to be sealed and attested to by \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

KENDALL COUNTY

City of Plano

BY: \_\_\_\_\_

BY: Michael Renna

WITNESS: \_\_\_\_\_

ATTEST: Larin Martin  
Deputy Clerk

November 25, 2024



## Kendall County Agenda Briefing

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**Meeting Type:** County Board Meeting  
**Meeting Date:** 1/21/2025  
**Subject:** Management Analyst Job Description  
**Prepared by:** Leslie Johnson, Human Resources Director  
**Department:** Human Resources Department

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**Action Requested:**

To approve the Management Analyst job description.

**Board/Committee Review:**

On 1/6/2025, the Human Resources & Insurance Committee voted unanimously to forward this item to the County Board for approval.

**Fiscal impact:**

The Management Analyst position is budgeted for an annual salary of \$75,000.

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**Background and Discussion:**

The attached job description is for the newly created Management Analyst position in the Administration Department. The Management Analyst position was approved with the FY2024-2025 budget. The Management Analyst will report directly to the County Administrator.

**Staff Recommendation:**

To approve the Management Analyst job description.

**Attachments:**

1. Management Analyst Job Description

## Kendall County Job Description

**TITLE:** Management Analyst  
**DEPARTMENT:** Administrative Services  
**SUPERVISED BY:** County Administrator  
**FULL TIME/PART TIME:** Full Time  
**FLSA STATUS:** Exempt  
**APPROVED:** TBD

**I. Position Summary:**

Under the general supervision of the County Administrator, this position performs administrative and management work designed to supply professional support to the County Administrator and other members of Kendall County's leadership team. This position is responsible for performing a variety of complex tasks and special project assignments related to strategic management processes, budget, risk management and safety, human resources, and shared services initiatives. This position is also responsible for managing all external Kendall County communications and supporting internal communications, as needed.

**II. Essential Duties and Responsibilities:**

- A.** Customarily and regularly performs office or non-manual work directly related to the management or general business operations of Kendall County including duties such as the following:
1. Researches, analyzes, plans, and executes special projects and initiatives across all County departments, as assigned.
  2. Provides research, administrative, and management support to Kendall County's budget and capital improvements plan development and implementation.
  3. Provides research, administrative, and management support to Kendall County's human resources, risk management, and safety functions.
  4. Coordinates and provides administrative and management support for Kendall County's shared services initiatives.
  5. Chairs internal project committees as needed or assigned.
  6. Supports Kendall County's communications by performing duties including, but not limited to, preparation and management of external Kendall County communications (e.g., social media, website, media releases, etc.) and providing support for internal communications.
  7. Develops and oversees Kendall County Board packet development and execution.
  8. Professionally represents Kendall County to internal and external constituents.
  9. Assists with the development, implementation, and use of Kendall County's Munis ERP and Munis Human Capital Management platforms.
  10. Conducts long and short-range research studies to aid management decision-making.
  11. Responds to a variety of resident inquiries, complaints, and requests for services and promotes and maintains responsive community relations.
  12. Serves as staff liaison for special events, both for employees and the community, both during and outside of regular business hours.

## Kendall County Job Description

13. Assists Kendall County leadership team with the preparation and submittal of grant funding applications for various projects from federal, state, and local sources as needed. Prepares and coordinates grant program components, including applications, set-up, documentation, administration, reporting, and closure.
  14. Utilizes data analysis and administrative review to evaluate, compare, and refine programs, processes, and services.
  15. Creates graphs, charts, spreadsheets, and statistical information from raw databases (e.g., Munis ERP and Munis Human Capital Management).
- B.** Customarily and regularly exercises discretion and independent judgment with respect to matters of significance and makes recommendations regarding the same, which are given great weight by the final decision maker.
- C.** Attends meetings, conferences, workshops and training sessions as approved or assigned.
- D.** Attends Kendall County Board and Committee meetings as requested, both during and after business hours.
- E.** Handles confidential matters daily relating to assigned duties and maintains confidentiality of said information.
- F.** Complies with all applicable federal and state laws and regulations regarding or relating to assigned job duties including, but not limited to the Illinois Open Meetings Act, the Illinois Freedom of Information Act, and the Illinois Local Records Act.
- G.** Complies with all applicable policies and procedures regarding or relating to assigned job duties.
- H.** Maintains regular attendance and punctuality.
- I.** Performs other duties as assigned.

### III. Supervisory Responsibilities.

This job has no supervisory responsibilities.

### IV. Qualifications:

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

#### A. Language Skills:

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

#### B. Mathematical Skills:

1. Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
2. Ability to interpret an extensive variety of technical instructions in mathematical or diagrammatic form and deal with several abstract and

## Kendall County Job Description

concrete variables.

3. Ability to exercise independent judgment in gathering and analyzing complex data utilizing statistical methods and a cost center analysis.
4. Ability to skillfully perform detailed statistical analysis of budget activities.
5. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
6. Ability to read and understand workplace data, such as forms, tables, graphs, schedules etc.

### **C. Reasoning Ability:**

1. Basic understanding of, and ability to conduct cost-benefit analysis.
2. Ability to interpret financial data contained in reports and ledgers.
3. Ability to analyze situations to identify problems, identifying sources of obstacles, and evaluate possible solutions.
4. Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
5. Ability to deal with problems involving several concrete variables in standardized situations.

### **D. Certificates, Licenses, and Registrations:**

1. Any and all certificates and registrations as required for the specific duties performed.

### **E. Other Skills, Knowledge and Abilities:**

1. Thorough understanding of budgeting principles.
2. Strong organization and multi-tasking skills.
3. Proficient in the use of social media.
4. Maintains strong communication skills and abilities.
5. Ability to carry out duties with minimal supervision.
6. Ability to research materials and develop reports from information gathered.
7. Ability to maintain confidentiality.
8. Excellent prioritization skills and the ability to meet deadlines.
9. The ability to display a positive, cooperative, professional, and team-orientated attitude even in stressful situations.
10. The ability to develop professional and timely external and internal communications for Kendall County.
11. The ability to listen, understand information and ideas, and work effectively with county personnel, department heads, and elected officials.
12. Proficient knowledge of MS Word, Excel, Outlook, PowerPoint.
13. Knowledge of office practices, principles of modern record keeping, set and maintaining filing systems.
14. Skills in operating a personal computer, facsimile machine, and copier.

### **F. Education and Experience:**

1. Requires either (a) a Bachelor's degree from an accredited college or university in relevant field AND a graduate degree from an accredited college or university in public administration, business administration, or related field; or (b) an equivalent combination of education and relevant work experience is required.

## Kendall County Job Description

### **G. Physical Demands:**

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

1. Frequently sit for long periods of time at a desk or in meetings.
2. Regularly use computers and other electronic equipment to perform assigned job duties.
3. Occasionally lift and/or move up to 40 pounds.
4. Frequently lift and/or move up to 10 pounds.
5. Use hands to finger, handle, or feel.
6. Reach, push, and pull with hands and arms.
7. Specific vision abilities including close and distance vision, as well as depth perception.
8. Travel independently to other County office buildings and to other locations throughout Kendall County and the Chicago region to perform assigned job duties.

### **V. Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is subject to the following working conditions:

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

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

\_\_\_\_\_  
**Employee Receipt Acknowledgement & Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature of Supervisor**

\_\_\_\_\_  
**Date**

**cc: personnel file, employee**



## Kendall County Agenda Briefing

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**Meeting Type:** County Board

**Meeting Date:** 1/21/2025

**Subject:** Revised Economic Development Coordinator Job Description and Revised Executive Assistant Job Description

**Prepared by:** Leslie Johnson, Human Resources Director

**Department:** Human Resources Department

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### **Action Requested:**

To approve the revised Economic Development Coordinator job description and the revised Executive Assistant job description to the County Board for approval.

### **Board/Committee Review:**

On 1/6/2025, the Human Resources & Insurance Committee voted unanimously to forward these items to the County Board for approval.

### **Fiscal impact:**

None

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### **Background and Discussion:**

The attached revised Economic Development Coordinator job description and the attached revised Executive Assistant job description reflect a proposed change in reporting structure. The revised Economic Development Coordinator job description moves the position from the Planning, Building & Zoning Department to the Administration Department reporting directly to the County Administrator. The revised Executive Assistant job description changes the supervisor from Deputy Administrator to County Administrator.

### **Staff Recommendation:**

To approve the revised Economic Development Coordinator job description and the revised Executive Assistant job description to the County Board for approval.

### **Attachments:**

1. Revised Economic Development Coordinator Job Description
2. Revised Executive Assistant Job Description



**TITLE:** Economic Development Coordinator  
**DEPARTMENT:** Administration  
**SUPERVISED BY:** County Administrator  
**FLSA STATUS:** Exempt  
**APPROVED:** May 16, 2023 (Revised: In progress)

**I. Position Summary:**

Under the supervision of the County Administrator, this role will be responsible for coordinating and overseeing of the economic development of the County of Kendall ("County") including facilitating federal grants; facilitating business expansion and retention; recruiting new industry; and managing loan assistance through the Kendall County Revolving Loan Fund. This position will work to improve the local economy and diversify the tax base through local business retention, expansion, and fostering new business opportunities.

**II. Essential Duties and Responsibilities:**

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

- A.** Performs primary duties requiring office or non-manual work directly related to the management or general business operations of the County, including, but not limited to the following:
1. Reviews and performs quality control on State of Illinois Databases related to economic development including, but not limited to business attraction, business retention, business development, available commercial/industrial real estate, workforce data, and workforce development.
  2. Oversees and manages the Kendall County Revolving Loan Fund and Revolving Loan Program.
  3. Assists local businesses in the unincorporated areas of the County with the zoning process and connection to various utilities.
  4. Serves as staff government relations representative with municipalities, community agencies, community stakeholders, public officials, and other economic development allies to assist new and existing businesses.
  5. Conducts research regarding new issues, methods, trends, and advances in economic development.
  6. Develops strategic economic development partnerships with businesses, organizations and communities within the County, as well as with other counties and municipalities.
  7. Attends meetings with public groups, clubs, organizations, and agencies in a public relations capacity to promote programs that encourage economic growth in the County.
  8. Responds to inquiries and meets with established and prospective business associations to serve as an information broker and liaison to County services and programs.
  9. Creates and administer a database of available commercial/industrial properties and active businesses.
  10. Creates marketing and promotional materials that promote the County's economic development programs.
  11. Participates in professional and intergovernmental organizations that promote economic development and represents the County at local, regional and national meetings and conventions as needed and as assigned.



## Kendall County Job Description

12. Provides leadership, recommendations, and direction to elected officials and staff regarding the County's economic development needs.
- B.** Performs primary duties that require the exercise of discretion and independent judgment with respect to matters of significance, and their recommendations are giving great weight by the final decision makers, including, but not limited to the following:
1. Develops and recommends goals, long- and short-term objectives, policies and priorities for economic growth programs in support of the County's economic development strategy, which recommendations are given significant weight by the final decision makers.
  2. Assists local businesses in the Enterprise Zone application process.
  3. Manages the Kendall County Property Tax Abatement Program and collaborates with municipalities on applications.
  4. Creates and recommends an economic development strategic plan for the County, which recommendations are given significant weight by the final decision makers.
  5. Coordinates and attends meetings with local economic development professionals from municipalities and other economic development organizations in the County.
  6. Reviews potential economic development projects proposed by state agencies for viability in the County and serves as a liaison with the state agency regarding potential projects.
  7. Investigates and tracks available industrial and commercial real estate.
  8. Serves as staff liaison to assigned economic development organizations and County Board Committees.
  9. Develops County Board policies, goals, priorities and long- and short-term economic development objectives.
  10. Assists interested businesses and industries in identifying potential sites, securing approvals, and identifying financing opportunities.
  11. Maintains a comprehensive and current understanding of policies, procedures, codes, and regulations, including all State, Federal and local laws and regulations, relating to economic development.
  12. Remains current on economic development information updates and other professional literature.
- C.** Travels to and attends meetings, conferences, workshops, and training sessions as approved and as assigned, both during and after business hours. Such travel includes travel both within and outside of County limits and may include travel outside the State of Illinois, as needed to perform assigned job duties.
- D.** Attends County Board and Committee meetings as requested, both during and after business hours.
- E.** Attends local government meetings as requested, both during and after business hours.
- F.** Prepares and revises correspondence, reports, presentations, and any other documentation, as needed, to perform assigned job duties.
- G.** Handles confidential matters daily relating to all functions Economic Development, the County Board, and its committees, and maintains confidentiality of said information.
- H.** Complies with all applicable federal and state laws and regulations regarding or relating to assigned job duties including, but not limited to the Illinois Open Meetings Act, the Illinois Freedom of Information Act, and the Illinois Local Records Act.
- I.** Complies with all applicable policies and procedures regarding or relating to assigned job duties.

## Kendall County Job Description

- J. Maintains regular attendance and punctuality.
- K. Performs other duties, as assigned.

### III. Supervisory Responsibilities.

This job has no supervisory responsibilities.

### IV. Qualifications:

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

#### A. Language Skills:

1. Ability to research, read, and interpret documents and simple instructions.
2. Ability to prepare documents, reports, and correspondence.
3. Ability to speak effectively with the public, employees, outside entities, vendors, and the County's elected officials and department heads in both one-on-one and group settings.
4. Requires good knowledge of the English language, spelling, and grammar.
5. Bilingual ability in Spanish is preferred.

#### B. Mathematical Skills:

1. Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
2. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
3. Ability to read and understand basic workplace data, such as simple forms, tables, graphs, schedules etc.

#### C. Reasoning Ability:

1. Ability to analyze situations to identify problems, identify sources of obstacles, and evaluate possible solutions.
2. Ability to deal with problems involving several concrete variables in standardized situations.
3. Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.

#### D. Certificates, Licenses, and Registrations:

1. Current and valid Driver's License and reliable transportation.
2. Must possess the Certified Economic Developer (CEcD) certification or must successfully obtain this certification within first year of employment.
3. Economic Development Finance Professional (EDFP) certification is also preferred.
4. Any and all other certificates and registrations as required for the specific duties performed.

#### E. Other Skills, Knowledge and Abilities:

1. Strong organization and multi-tasking skills.
2. Ability to carry out duties with minimal supervision.
3. Ability to research materials and develop reports from information gathered.
4. Ability to maintain confidentiality.
5. Comprehensive understanding of the economic development field and application of advanced principles, techniques and theory.

## Kendall County Job Description

6. Excellent prioritization skills and the ability to meet deadlines.
7. The ability to display a positive, cooperative, professional, and team-orientated attitude even in stressful situations.
8. The ability to listen, understand information and ideas, and work effectively with County personnel, department heads, elected officials, businesses, and other organizations.
9. The ability to follow guidance and work independently until project completion.
10. Proficient knowledge of MS Word, Excel, Outlook, PowerPoint.
11. Knowledge of office practices, principles of modern record keeping, set and maintaining filing systems.
12. Skills in operating a personal computer, facsimile machine, copier, and typewriter.
13. Ability to comply with all County policies and procedures and adhere to set standards.

### **F. Education and Experience:**

1. A minimum of a Bachelor's degree from an accredited college or university is required. Preferred areas of study are Business Administration, Public Administration, Community Development/Planning, Economics/Economic Development, Real Estate, Public Relations, Marketing, Business Development, Real Estate, or related area of study.
2. At least three (3) years of previous work experience in business administration, public administration, community development/planning, economic development, real estate, public relations, marketing, business development, and/or real estate is required.
3. A Master's Degree in Business, Public Administration, or Marketing is preferred.

### **G. Physical Demands:**

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

1. Frequently sit for long periods of time at a desk, in meetings, and during travel to various locations to perform assigned job duties;
2. Occasionally walk to other offices in the County Office Building and other County buildings (e.g., Historic Courthouse).
3. Regularly use computers and other electronic equipment to perform assigned job duties;
4. Occasionally lift and/or move up to 40 pounds;
5. Frequently lift and/or move up to 10 pounds;
6. Use hands to finger, handle or feel;
7. Reach, push, and pull with hands and arms;
8. Talk and hear in person and via use of telephone;
9. Specific vision abilities include close and distance vision, as well as depth perception;
10. Travel independently to other County office buildings and to other locations throughout the County, the State of Illinois, and outside the State of Illinois, as needed, to perform assigned job duties.

### **V. Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is subject to the following working conditions:

1. Mostly inside environmental conditions, except when outside traveling between various buildings/locations throughout the County, the State of Illinois, and

## Kendall County Job Description

- outside the State of Illinois, as needed to perform assigned job duties.
- 2. The noise level in the work environment is usually quiet to moderately quiet.
- 3. Employee may be exposed to stressful situations while working with others to perform assigned job duties.
- 4. Employee is required to provide their own transportation to travel to and from meetings, training, conferences, etc.
- 5. Employee must be able to perform all assigned job duties during normal business hours and outside of normal business hours, as needed.

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

\_\_\_\_\_  
**Employee Receipt Acknowledgement & Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature of Supervisor**

\_\_\_\_\_  
**Date**

**cc:    personnel file, employee**

## Kendall County Job Description

**TITLE:** Executive Administrative Assistant  
**DEPARTMENT:** Administration  
**SUPERVISED BY:** County Administrator  
**FLSA STATUS:** Non-Exempt  
**APPROVED:** 09/06/2022 (Revised: In progress)

### I. Position Summary:

Provides assistance in all areas of Administration Department, including but not limited to clerical, secretarial, office management functions, and project-based work that effectively organizes, coordinates, and assists the Administration Department and County Board in implementing functions, procedures, and responsibilities.

### II. Essential Duties and Responsibilities:

#### Administrative Services

- A. Serve as the Administrative Assistant for the Administration Department and Kendall County Board.
- B. Provide administrative assistance to Administration Department with the general affairs of the department and special assigned projects, as assigned by the County Administrator, Deputy County Administrator, and County Board members.
- C. Answer incoming telephone calls for the Administration Department and County Board Office and appropriately respond to public inquiries by mail or phone.
- D. Provide general information to the public.
- E. Complete State-mandated training and serve as a Freedom of Information Act Officer for County Board, the Administration Department, and other departments as assigned.
- F. Type, send and file letters and correspondence on behalf of the Administration Department and County Board.
- G. Update various County informational lists for public and organizational distribution.
- H. Draft updates to certain County website pages including, but not limited to, the homepage, calendar, and pages for the Administration Department, County Board, and Board Committee volunteer opportunities.
- I. Manage and record petty cash register, process accounts payable claims and vouchers, track invoice payments and certain contracts for budget purposes and review certain budget line items for the Administration Department and County Board.
- J. Order and manage the Administration Department's and County Board's office supplies and inventory.
- K. Assist with collecting and presenting data, developing reports, completing special projects, as it pertains to certain budget accounts.
- L. Assist in preparation of Excel spreadsheets including creating tables, forms, templates and updating reports and charts.
- M. Assist in the preparation of PowerPoint presentations
- N. Create content for and post to public relations and social media accounts
- O. Organize the Administration Department's department files and process records disposal applications to the Local Records Commission.
- P. Handle confidential matters daily relating to all functions of the Administration Department, Kendall County Board, and its committees and maintains the

## Kendall County Job Description

- confidentiality of said information.
- Q. Complies with all applicable federal and state laws and regulations regarding or relating to assigned job duties including, but not limited to the Illinois Open Meetings Act, the Illinois Freedom of Information Act, and the Illinois Local Records Act.
  - R. Complies with all applicable policies and procedures regarding or relating to assigned job duties.
  - S. Prepare, maintain, and file notary public applications/renewals for all County employees.
  - T. Maintain regular attendance and punctuality.
  - U. Perform other duties as assigned.

### County Board

- V. Attend County Board committee meetings, as assigned, both during and after regular business hours, including Mayors Managers meetings, special County Board receptions, ceremonies, and presentations. Coordinate all aspects of County receptions, special recognition, and special meetings.
- W. Electronically record and run a Board Committee meeting using Board meeting software and audio/visual software
- X. Prepare minutes for County Board's various committee meetings; store and categorize recordings and minutes. Prepare executive session minutes for bi-annual review for various County Board committees.
- Y. Coordinate administrative tasks for County Board and committee meetings as assigned, including, but not limited to, typing and posting agendas, compiling and distributing meeting packets, notifying the media, communicating with board members for attendance and agenda topics, and updating county web calendar, as well as placing public notices and announcements with local media.
- Z. Prepare, maintain, and update the list of County Board's appointments to outside boards, commissions, and special districts.
- AA. Type, send, and file letters and correspondence for the County Board, County Board committees, and Board & Commission appointments.

### **III. Supervisory Responsibilities:**

This job has no supervisory responsibilities.

### **IV. Qualifications:**

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

#### **A. Language Skills:**

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

#### **B. Mathematical Skills:**

- Ability to add, subtract, multiply, and divide in all units of measure, using whole

## Kendall County Job Description

numbers, common fractions, and decimals.

- Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

### **C. Reasoning Ability:**

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

### **D. Skills, Knowledge, and Abilities:**

- Strong organization and multi-tasking skills.
- Excellent prioritization skills and the ability to meet deadlines.
- The ability to display a positive, cooperative, professional and team orientated attitude.
- The ability to listen, understand information and ideas and work effectively with county personnel and elected officials.
- The ability to independently complete projects and follow guidance.
- Proficient knowledge of MS Office Suite.
- Prepare and use audio/visual equipment for presentations.
- Knowledge of office practices, principles of modern record keeping, setup, and maintaining filing systems.
- May require skill in the use of Dictaphones and transcribing equipment.
- Requires skill in operating a personal computer, facsimile machine, copier, and other office equipment.

### **E. Work Standards and Best Practice Guidelines:**

- Adheres to all work and safety policies.
- Attends training and other meetings.
- Organizes workload to respond to all requests efficiently.

### **F. Education and Experience:**

- A minimum of (a) an Associate's Degree from an accredited college or university and a minimum of at least five (5) years of experience as an Executive Secretary or Administrative Assistant or (b) an equivalent combination of work experience and education is required.

## **V. Physical Demands:**

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

- Frequently sit for long periods of time at desk or in meetings;
- Occasionally walk to other offices in the County Office Building and other County buildings (e.g., Historic Courthouse).
- Occasionally lift and/or move up to 40 pounds;
- Frequently lift and/or move up to 10 pounds;
- Use hands to finger, handle, or feel;
- Reach, push and pull with hands and arms;
- Talk and hear in person and via use of telephone;
- Specific vision abilities include close and distance vision, as well as depth perception;

## Kendall County Job Description

- Travel independently to other County office buildings and other locations in Kendall County to perform assigned job duties.

### VI. Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is subject to the following working conditions:

- Mostly inside environmental conditions except when outside traveling between various buildings/location in Kendall County to perform assigned job duties.
- The noise level in the work environment is usually quiet to moderately quiet.
- Employee may be exposed to stressful situations while working with staff, law enforcement, department heads, elected officials, vendors, and the public.
- Employee may be required to provide own transportation to travel to and from meetings, training, conferences, etc.
- Employee must be able to perform all assigned job duties during normal business hours and outside of normal business hours.

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

\_\_\_\_\_  
**Employee Receipt Acknowledgement & Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature of Supervisor**

\_\_\_\_\_  
**Date**

**cc:    personnel file, employee**





## Kendall County Agenda Briefing

---

**Meeting Type:** County Board Meeting  
**Meeting Date:** 1/21/2025  
**Subject:** Revised Organizational Chart and Approved Headcount  
**Prepared by:** Leslie Johnson, Human Resources Director  
**Department:** Human Resources Department

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### **Action Requested:**

To approve the Revised Organizational Chart and Approved Headcount.

### **Board/Committee Review:**

On 1/6/2025, the Human Resources & Insurance Committee voted unanimously to forward this item to the County Board for approval.

### **Fiscal impact:**

None

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### **Background and Discussion:**

The attached Revised Organizational Chart and Approved Headcount reflects the changes in reporting structure for the Economic Development Coordinator and Executive Assistant positions. The Revised Organizational Chart and Approved Headcount also reflects the addition of the Management Analyst position to the Administration Department.

### **Staff Recommendation:**

To approve the Revised Organizational Chart and Approved Headcount.

### **Attachments:**

1. Revised Organizational Chart and Approved Headcount

APPROVED HEADCOUNT

Administration: 7

Animal Control: 8

County Board: 10

County Administrator: 1

EMA: 2

Facilities: 10

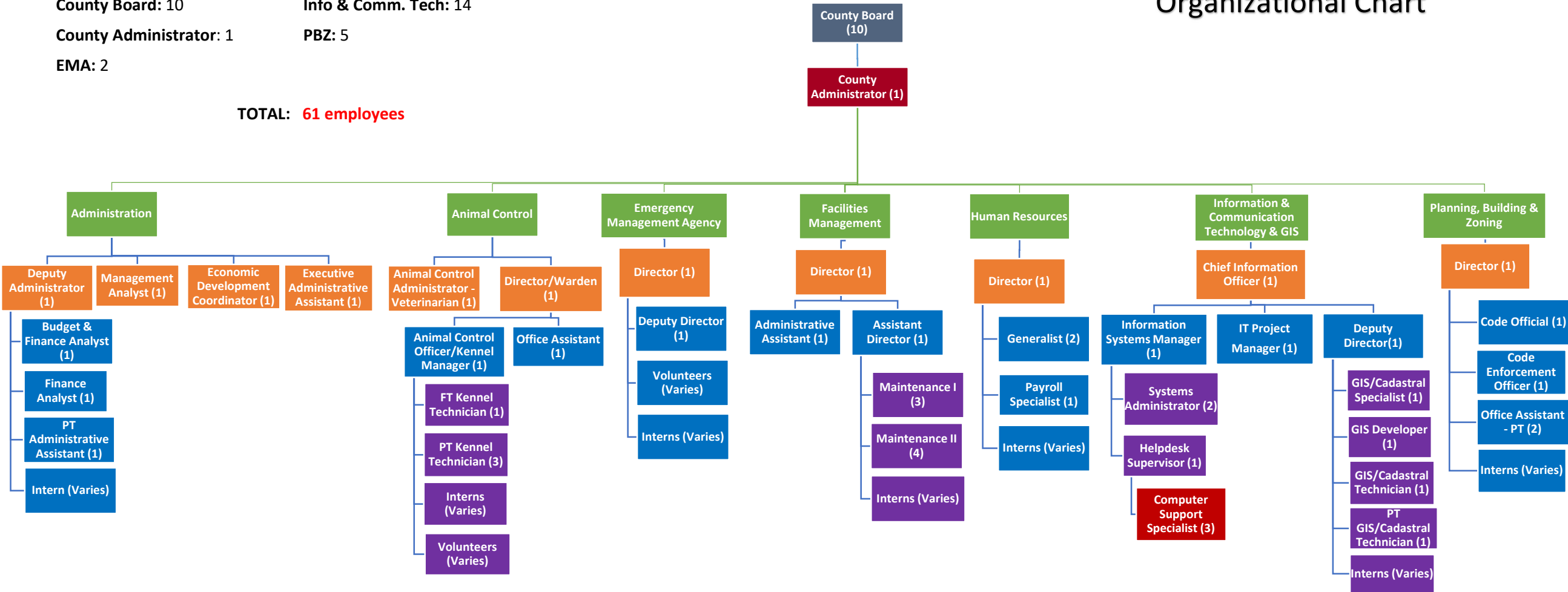
Human Resources: 4

Info & Comm. Tech: 14

PBZ: 5

TOTAL: 61 employees

Kendall County, Illinois  
Organizational Chart





## Kendall County Agenda Briefing

---

**Meeting Type:** County Board Meeting  
**Meeting Date:** 1/21/2025  
**Subject:** Payroll Correction Form  
**Prepared by:** Leslie Johnson, Human Resources Director  
**Department:** Human Resources Department

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### **Action Requested:**

To approve the Payroll Correction Form.

### **Board/Committee Review:**

On 1/6/2025, the Human Resources & Insurance Committee voted unanimously to forward this item to the County Board for approval.

### **Fiscal impact:**

None

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### **Background and Discussion:**

As Kendall County begins to transition from paper timesheets to an electronic timekeeping system ("Executime"), the attached Payroll Correction Form is needed to provide a consistent method for all departments and elected offices to notify the County's payroll administrator of timekeeping errors and to document requested payroll corrections.

### **Staff Recommendation:**

To approve the Payroll Correction Form.

### **Attachments:**

1. Payroll Correction Form



## KENDALL COUNTY Payroll/Timesheet Correction Notice

*This form must be completed in its entirety and emailed to [Benefits@kendallcountyil.gov](mailto:Benefits@kendallcountyil.gov).*

Date Submitted: \_\_\_\_\_ Pay Period to be Corrected: \_\_\_\_\_  
Employee Name: \_\_\_\_\_ Job Title: \_\_\_\_\_  
Employee ID: \_\_\_\_\_ Department/Office: \_\_\_\_\_

Type of Error: Check all that apply below.

- ☐ Underpayment of wages  
☐ Overpayment of wages  
☐ Timesheet correction – no pay change  
☐ Other:

Reason for Error: Check all that apply below.

- ☐ Time off correction  
☐ Hours worked correction  
☐ Other:

Please explain below specific correction(s) to be made:

--

Explanation of Action Taken to Prevent in the Future:	
-------------------------------------------------------	--

Supervisor Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

cc: Employee's Personnel File  
Kendall County Treasurer's Office

**For Administrative Use – To be Completed by Payroll Department**

Received by: \_\_\_\_\_

Date: \_\_\_\_\_

Payroll Processed by: \_\_\_\_\_

Date Processed: \_\_\_\_\_

Form approved: <sup>73</sup> TBD



## Kendall County Agenda Briefing

---

**Meeting Type:** County Board Meeting  
**Meeting Date:** 1/21/2025  
**Subject:** Revised Final Paycheck Form and Revised Personnel Records Review Request Form  
**Prepared by:** Leslie Johnson, Human Resources Director  
**Department:** Human Resources Department

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### **Action Requested:**

To approve the revised Final Paycheck Form and the revised Personnel Records Review Request Form.

### **Board/Committee Review:**

On 1/6/2025, the Human Resources & Insurance Committee voted unanimously to forward these items to the County Board for approval.

### **Fiscal impact:**

None

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### **Background and Discussion:**

Effective January 1, 2025, the Illinois Personnel Records Act was revised to expand the categories of personnel related records available for inspection by employees. Also, effective January 1, 2025, the Illinois Wage Payment and Collection Act was amended to require employers to provide current and former employees with copies of their pay stubs, upon request. Kendall County's Personnel Records Review Request Form and Final Paycheck Form have been updated to comply with these new state law requirements.

### **Staff Recommendation:**

To approve the revised Final Paycheck Form and the revised Personnel Records Review Request Form.

### **Attachments:**

1. Revised Final Paycheck Form
2. Revised Personnel Records Review Request Form

# KENDALL COUNTY, ILLINOIS

## SEPARATION OF EMPLOYMENT/FINAL PAYCHECK FORM

To ensure that you timely receive your final paycheck, please complete this form and email it to [Benefits@kendallcountyil.gov](mailto:Benefits@kendallcountyil.gov) **at least two (2) business days before your last day of employment.**

Last Name:	_____	First Name:	_____
ID #: <sup>1</sup>	_____	Department:	_____
Job Title:	_____		
Last Day of Work:	_____	Last Day of Employment:	_____

### **Employee's Contact Information:**

Mailing Address: \_\_\_\_\_  
Telephone #: \_\_\_\_\_  
Personal Email: \_\_\_\_\_

Any updates to the above should be sent to [Benefits@kendallcountyil.gov](mailto:Benefits@kendallcountyil.gov)

### **Please review and initial to confirm your understanding:**

\_\_\_\_\_ Your final paycheck will include all accrued but unused vacation and compensatory time pursuant to Kendall County's policies. **To review your final vacation and compensatory balances, please request the information from your supervisor before your last day of employment.**

\_\_\_\_\_ By initialing here, you authorize Kendall County to establish an account for you to access your final paystub and tax information in the Employee Self Service Portal. **This account will not be established until you complete this entire form and email it to: [Benefits@kendallcountyil.gov](mailto:Benefits@kendallcountyil.gov).**

\_\_\_\_\_ Your account's username will be your employee ID #. The ICT Department will email your temporary password to your personal email address listed above within two (2) weeks after receipt of your completed form. If you do not receive it, please email [TechnologyServices@kendallcountyil.gov](mailto:TechnologyServices@kendallcountyil.gov).

\_\_\_\_\_ Pursuant to state law, you have the right to obtain a copy of all paystubs for one year preceding your separation date. You may access these paystubs in the Employee Self Service Portal. If you want to request a paper copy of your paystubs, please email [Benefits@kendallcountyil.gov](mailto:Benefits@kendallcountyil.gov).

### **Please check one to confirm how you would like to receive your final paycheck:**

\_\_\_\_\_ I would like my final check to go via direct deposit to the account on file with payroll.

\_\_\_\_\_ I will pick up my final paycheck at the Kendall County Treasurer's Office. I will contact the Kendall County Treasurer's Office to arrange a time to pick up my final paycheck.

\_\_\_\_\_ Please send my final paycheck to the mailing address set forth above via U.S. mail.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date Signed

### FOR ADMINISTRATIVE USE ONLY

Date received by Payroll: \_\_\_\_\_

Initials: \_\_\_\_\_

<sup>1</sup> Your Employee ID # can be found in the Employee Self Service Portal under "Personal Information".



**KENDALL COUNTY, ILLINOIS  
PERSONNEL RECORDS REVIEW REQUEST FORM**

**Requester's Name:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_ **Email address:** \_\_\_\_\_

**Employment Status:** ☐ Current Employee ☐ Former Employee

**The documents I am requesting include the following (*check all that apply*):**

- ☐ Paystubs for the following pay periods: \_\_\_\_\_
- ☐ Personnel documents that are, have been, or are intended to be used in determining my qualifications for employment, promotion, transfer, additional compensation, discharge or other disciplinary action except as provided in Section 10 of the Personnel Records Review Act.
- ☐ The following employee handbook(s) and/or written policies and procedures: \_\_\_\_\_
- ☐ Only these selected personnel file documents (clearly identify specific items you wish to inspect):  
\_\_\_\_\_

**I am requesting to:**

- ☐ View the records in person ☐ Receive an electronic copy of the records ☐ Receive a paper copy of the records

**As provided by the Illinois Personnel Records Review Act (820 ILCS 40/0.01 et seq.), I hereby request (*check one*):**

- ☐ Because I am unable to review my personnel records at my employing unit, I request pursuant to 820 ILCS 40/2 that you send me a copy of the documents from my personnel records listed above. *I understand that I will be charged for the actual cost of copying these documents, as provided in 820 ILCS 40/3.*
- ☐ Because a grievance is pending, I ask that the following representative be granted an opportunity to review the documents listed above on my behalf pursuant to 820 ILCS 40/5:  
\_\_\_\_\_

**Signature of Requesting Employee:** \_\_\_\_\_

**FOR OFFICE USE ONLY:** *to be completed by Kendall County Human Resources Department*

**Date and Time Request Received:** \_\_\_\_\_ **Processed by:** \_\_\_\_\_

**ACKNOWLEDGMENT OF RECEIPT:** *to be completed by recipient upon receipt of above request records.*

**By signing below, I certify that I received a copy of the requested records on \_\_\_\_\_, 20\_\_\_\_.**

**Recipient's Printed Name:** \_\_\_\_\_ **Recipient's Signature:** \_\_\_\_\_

*Form approved: TBD*



## Kendall County Agenda Briefing

---

**Meeting Type:** County Board Meeting  
**Meeting Date:** 1/21/2025  
**Subject:** Revised Section 8.1 Personal and Banked Sick Leave Policy in the Kendall County Employee Handbook  
**Prepared by:** Leslie Johnson, Human Resources Director  
**Department:** Human Resources Department

---

### **Action Requested:**

To approve the revised Section 8.1 Personal and Banked Sick Leave Policy.

### **Board/Committee Review:**

On 1/6/2025, the Human Resources & Insurance Committee voted unanimously to forward this item to the County Board for approval.

### **Fiscal impact:**

None

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### **Background and Discussion:**

The Personal and Banked Sick Leave Policy set forth in Section 8.1 of the Kendall County Employee Handbook has been updated to clearly state that employees who work less than 40 hours in a fiscal year are not eligible for personal and banked sick leave. (Employees who do not work at least 40 hours are not entitled to paid leave under the Illinois Paid Leave for All Workers Act.)

### **Staff Recommendation:**

To approve the revised Personal and Banked Sick Leave Policy (Section 8.1 in the Kendall County Employee Handbook).

### **Attachments:**

1. Revised Section 8.1 Personal and Banked Sick Leave Policy in the Kendall County Employee Handbook



<b>Section 8.1</b>	<b>Personal and Banked Sick Leave</b>
<u>Effective Date:</u> 09/01/2022  <u>Last Amended Date:</u> 12/19/2023 <u>TBD</u>	<u>Source Doc/Dep.:</u> None/HR

## Section 8.1 PERSONAL AND BANKED SICK LEAVE

Pursuant to the terms of this policy, the Employer provides paid personal leave and banked sick leave to eligible employees (as defined below).<sup>1</sup>

### A. DEFINITIONS

#### 1. Eligible Employees

For purposes of this policy, “eligible employees” includes all full-time, part-time, temporary, and seasonal employees. Personal leave and banked sick leave is not available to unpaid interns, unpaid volunteers, County Board members, ~~and~~ appointed board/committee members, and employees who work less than forty (40) hours per fiscal year.

If an employee has any questions regarding their eligibility for personal leave and/or banked sick leave, they should contact their Designated HR Representative.

#### 2. Workday

For purposes of this policy, a “workday” is the average number of hours an eligible employee is regularly scheduled to work in a workday. So, for example, if the eligible employee regularly works a seven and one-half (7½) hour workday, the eligible employee’s “workday” for purposes of this policy will be 7.5 hours of personal leave.

### B. PERSONAL LEAVE

#### 1. Accrual of Personal Leave

On December 1<sup>st</sup> of each year of employment, eligible employees will receive the equivalent of one (1) workday of paid personal leave per month they are budgeted to work during the fiscal year. Examples of this calculation are as follows:

<sup>1</sup> ~~For purposes of the Illinois Paid Leave for All Workers Act (820 ILCS 192/1 et seq.), this policy is considered a “qualified pre-existing paid leave policy” adopted prior to January 1, 2024.~~

- A full-time employee who is budgeted to work an average of 7.5 hours each workday during the fiscal year would receive 90 hours of personal leave on December 1<sup>st</sup> of the fiscal year.
- A part-time employee who is budgeted to work an average of 4 hours each workday during the fiscal year would receive 48 hours of personal leave on December 1<sup>st</sup> of the fiscal year.
- A temporary seasonal employee who is budgeted to work an average of 4 hours each workday for only 3 months of the fiscal year would receive 12 hours of personal leave during the fiscal year.

An eligible employee who is on FMLA leave or some other form of approved leave on December 1<sup>st</sup> will still be eligible to receive their paid personal leave days for the fiscal year on December 1<sup>st</sup>.

If an employee becomes an “eligible employee” after December 1<sup>st</sup>, the eligible employee shall receive a pro rata amount of personal leave based upon the month they became an eligible employee. For example, if a full-time employee begins employment on June 21, the eligible employee would receive five (5) workdays of paid personal leave for the remainder of the fiscal year.

## **2. Use of Personal Leave**

Personal leave may be used for any purpose, subject to the provisions in this policy. An employee is not required to provide the Employer with a reason for taking personal leave. The Employer will not require the employee to provide documentation or certification of the reason that personal leave was taken. An employee is not required to search for or find a replacement worker to cover the hours during which the employee will take personal leave.

Eligible employees may take personal leave in increments as small as thirty (30) minutes. Eligible employees shall be paid their regular hourly rate of pay for personal leave.

## **3. Trading Personal Leave**

Non-probationary eligible employees have the option of trading up to a maximum of twelve (12) workdays of their current, unused personal leave for one-fourth (1/4) of their daily pay rate of the fiscal year of accrual.

Application for this trade must be made in writing no later than October 31 of the fiscal year. Non-probationary eligible employees wishing to trade their unused personal leave days must request this in writing from their Executive. The Executive will certify the number of personal leave days the non-probationary eligible employee is entitled to trade and submit this information in writing to the Kendall County Treasurer’s Office.

If the eligible employee uses any of these personal days after this trade and prior to the first day of the next fiscal year, they will be deducted from the next fiscal year's twelve (12) personal days.

### **C. BANKED SICK LEAVE**

#### **1. Carryover of Accrued, Unused Personal Leave**

Accrued personal leave that is not used or traded on or before the last day of the fiscal year it is earned may be carried over by eligible employees to the next fiscal year but may only be carried over as accrued banked sick leave (not personal leave).

#### **2. Use of Banked Sick Leave**

**Banked sick leave may only be used after all personal leave days granted in the active fiscal year have been exhausted.**

Accrued banked sick leave may only be used for one or more of the following reasons:

- The eligible employee is sufficiently ill so that good judgment would determine it best not to report to work;
- The eligible employee cannot report to work due to an illness or injury not arising out of or in the course of their employment;
- The eligible employee is absent due to an illness, injury, or medical appointment of the eligible employee or their spouse, domestic partner, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, or stepparent for reasonable periods of time as the eligible employee's attendance may be necessary; and/or
- The eligible employee is absent due to an FMLA qualifying reason, and the eligible employee is concurrently using FMLA leave for the absence.

Banked sick leave can be accumulated up to a sum not to exceed two hundred forty (240) banked sick leave days.

Eligible employees may take banked sick leave in increments as small as thirty (30) minutes. Eligible employees shall be paid their regular hourly rate of pay for banked sick leave.

### **D. NOTIFICATION AND APPROVAL TO USE ACCRUED PERSONAL LEAVE AND BANKED SICK LEAVE**

All requests to use personal leave and/or banked sick leave should be submitted in writing to the eligible employee's Executive or Executive's designee (collectively referred to as "Executive") for approval or denial. If the request is approved, the eligible employee should then forward the request and approval to the Designated HR Representative for recordkeeping purposes.

***If the eligible employee is requesting to use accrued personal leave and/or banked sick leave for an unforeseeable absence (e.g., the eligible employee becomes ill):***

The eligible employee should call Designated HR Representative or their Executive and request the time off as soon as possible **but no later than one (1) hour prior to the start of their work shift**, unless such notice is not practical and/or such notice requirement has been waived by the Executive.

***If the eligible employee is requesting to use accrued personal leave and/or banked sick leave for a foreseeable absence (e.g., to attend a medical, optical or dental examination appointment or treatment or any other type of foreseeable absence):***

The eligible employee should submit their request for time off in writing to their Executive as soon as possible **but no later than twenty four (24) hours prior to the start of their work shift**, unless such notice is not practical and/or such notice requirement has been waived by their Executive.

All requests to use accrued personal leave and/or banked sick leave should be made to create minimal disruption of work schedules and regular business operations if possible. All requests to use accrued personal leave and/or banked sick leave should include the eligible employee's best estimate of the duration of the absence, if possible.

Use of personal leave and/or banked sick leave is subject to approval by the eligible employee's Executive. The Executive may deny an eligible employee's request to use personal leave and/or banked sick leave if granting such leave would significantly impact business operations. The following is an illustrative (not exhaustive) list of reasons why requests to use personal leave and/or banked sick leave may be denied:

- (1) Staffing would fall below minimum levels necessary to provide effective public service;
- (2) Emergency circumstances exist requiring employee attendance; and/or
- (3) Employee absence would hamper the Employer's ability to meet critical workflow obligations or deadlines.

Disapproved personal leave and/or banked sick leave requests will be promptly returned to the eligible employee with an explanation for the denial of the time off request.

The eligible employee must promptly report their absences charged to accrued personal leave and/or banked sick leave in writing to their Executive and the Designated HR Representative for recordkeeping purposes.

## **E. SEPARATION OF EMPLOYMENT**

Upon separation of employment, the eligible employee is not entitled to any additional compensation for any unused personal leave days in the current year and for any accrued banked sick days from prior fiscal years. However, retiring IMRF members, 55 years of age and older, may qualify for a maximum of up to one (1) year of additional pension service credit for accrued, unused banked sick leave accumulated at the rate of one (1)

month of IMRF pension service credit for every twenty (20) days of accrued, unused banked sick leave or fraction thereof.



## Kendall County Agenda Briefing

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**Meeting Type:** County Board Meeting

**Meeting Date:** 1/21/2025

**Subject:** Road Weight Restrictions for the Siting Composting Facilities, Landscaping Businesses, and Storage Facilities for Motor Vehicles, Boats, Trailers, Recreational Vehicles

**Prepared by:** Matthew H. Asselmeier, AICP, CFM

**Department:** Planning, Building and Zoning

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### **Action Requested:**

Approval of Petition 24-31, A Request from the Kendall County Zoning Administrator for Text Amendments to Sections 36-282(20)(j), 36-282(32)(b), and 36-282(54) of the Kendall County Code by Increasing the Road Weight Limit Requirements from 73,280 Pounds to 80,000 Pounds in the Zoning Regulation Requirements for Composting Facilities, Landscaping Businesses, and Storage Facilities for Motor Vehicles, Boats, Trailers, and Recreational Vehicles

### **Previous Board/Committee Review:**

ZPAC – Forward to Regional Planning Commission – 7-0-3 on November 5, 2024

Kendall County Regional Planning Commission – Approval – 9-0-1 on December 11, 2024

Kendall County Zoning Board of Appeals – Approval – 7-0-0 on December 16, 2024

Kendall County Planning, Building and Zoning Committee – Approval – 3-0-2 on January 13, 2025

### **Fiscal impact:**

N/A

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### **Background and Discussion:**

Effective January 1, 2010, the State of Illinois raised the weight limits on local roads from seventy-three thousand two hundred eighty (73,280) pounds to eighty thousand (80,000) pounds. Local road authorities could still post roads for lesser amounts, but unposted roads were raised to the higher weight limit.

The zoning regulations for composting facilities, landscaping businesses, and storage facilities for motor vehicles, boats, trailers, and recreational vehicles retained the old number.

Staff is proposing to raise the number to match State regulations.

The record for the Petition can be found here,

<https://www.kendallcountyil.gov/home/showpublisheddocument/31500/638701343842030000>.

**Staff Recommendation:**

Approval

**Attachments:**

Proposed Ordinance

**ORDINANCE NUMBER 2025-\_\_\_\_\_**

**TEXT AMENDMENTS PERTAINING TO ROAD WEIGHT CLASSIFICATIONS FOR SITING  
OF COMPOSTING FACILITIES, LANDSCAPING BUSINESSES, AND STORAGE  
FACILITIES FOR MOTOR VEHICLES, BOATS, TRAILERS AND RECREATIONAL  
VEHICLES IN THE KENDALL COUNTY ZONING ORDINANCE**

WHEREAS, Section 36-42 of the Kendall County Code permits the Kendall County Board to approve text amendments and provides the procedure through which text amendments are granted; and

WHEREAS, Section 36-282 (20) (j) of the Kendall County Code requires composting facilities be located on roads with truck weights of seventy-three thousand, two hundred eighty (73,280) pounds; and

WHEREAS, Section 36-282 (32) (b) of the Kendall County Code requires landscaping businesses be located on roads with truck weights of seventy-three thousand, two hundred eighty (73,280) pounds; and

WHEREAS, Section 36-282 (54) of the Kendall County Code requires storage facilities for motor vehicles, boats, trailers, and recreational vehicles be located on roads with truck weights of seventy-three thousand, two hundred eighty (73,280) pounds; and

WHEREAS, in 2010, the State of Illinois increased weight limits on local roads from seventy-three thousand, two hundred eighty (73,280) pounds to eighty thousand (80,000), unless otherwise posted by a local road authority; and

WHEREAS, the Kendall County Zoning Administrator, hereinafter be referred to as “Petitioner”, desires to conform Kendall County regulations to State regulations; and

WHEREAS, on or about October 8, 2024, the Petitioner submitted a text amendment to the Kendall County Code amending the regulations by increasing the road weight classification for siting of composting facilities, landscaping businesses, and storage facilities of motor vehicles, boats, trailers and recreation vehicles from seventy-three thousand, two hundred eighty (73,280) pounds to eighty thousand (80,000); and

WHEREAS, following due and proper notice by publication in the Kendall County Record on November 21, 2024, the Kendall County Zoning Board of Appeals conducted a public hearing on December 16, 2024, at 7:00 p.m., in the County Office Building at 111 W. Fox Street in Yorkville, at which the Petitioner presented evidence, testimony, and exhibits in support of the requested text amendments and zero members of the public testified in favor or in opposition to the request; and

WHEREAS, based on the evidence, testimony, and exhibits, the Kendall County Zoning Board of Appeals has recommended approval of the text amendments on December 16, 2024; 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 forwarded to the Kendall County Board a recommendation approval of the requested text amendments; and

WHEREAS, the Kendall County Board has considered the recommendations of the Planning, Building and Zoning Committee and 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



NOW, THEREFORE, BE IT ORDAINED, BY THE COUNTY BOARD OF KENDALL COUNTY, ILLINOIS,  
that the Kendall County Code be amended as follows:

- I. Recitals: The recitals set forth above are incorporated as if fully set forth herein.
- II. Amended Text: The present language contained in Section 36-282 (20) (j) of the Kendall County Code is hereby amended to read as follows:

“Truck weights shall be limited to eighty thousand (80,000) ~~seventy three thousand two hundred eighty (73,280)~~ pounds.”

- III. Amended Text: The present language contained in Section 36-282 (32) (b) of the Kendall County Code is hereby amended to read as follows:

“The business shall be located on, and have direct access to, a State, County or collector highway as identified in the County's Land Resource Management Plan, having an all-weather surface, designed to accommodate loads of at least eighty thousand (80,000) ~~seventy three thousand two hundred eighty (73,280)~~ pounds unless otherwise approved in writing by the agency having jurisdiction over said highway. Such approvals shall establish limitations as to the number of employees and types of vehicles coming to and from the site that are engaged in the operation of the use (including delivery vehicles). These restrictions shall be included as controlling conditions of the special use.”

- IV. Amended Text: The present language contained in Section 36-282 (54) of the Kendall County Code is hereby amended to read as follows:

“Storage facilities for motor vehicles, boats, trailers, and other recreational vehicles, provided that the business shall be located on, and have direct access to, a State, County or collector highway as identified in the County's Land Resource Management Plan, having an all-weather surface, designed to accommodate loads of at least eighty thousand (80,000) ~~seventy three thousand two hundred eighty (73,280)~~ pounds. Unless specifically permitted under a special use permit, all storage shall be in enclosed buildings. Self-storage or mini-warehouse facilities are specifically prohibited in the A-1 Agricultural District.”

IN WITNESS OF, this ordinance has been enacted by a majority vote of the Kendall County Board and is effective this 21<sup>st</sup> day of January, 2025.

Attest:

\_\_\_\_\_  
Kendall County Clerk  
Debbie Gillette

\_\_\_\_\_  
Kendall County Board Chairman  
Matt Kellogg



## Kendall County Agenda Briefing

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**Meeting Type:** County Board Meeting  
**Meeting Date:** 1/21/2025  
**Subject:** Window Sign Zoning Regulations Amendment  
**Prepared by:** Matthew H. Asselmeier, AICP, CFM  
**Department:** Planning, Building and Zoning

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### **Action Requested:**

Approval of Petition 24-32, A Request from the Kendall County Zoning Administrator for a Text Amendment to Section 36-1051(12) of the Kendall County Code by Transferring the Enforcement Authority of Window Sign Zoning Regulations from the County Sheriff or Designee to the Zoning Administrator or Designee

### **Previous Board/Committee Review:**

ZPAC – Approval – 7-0-3 on November 5, 2024

Kendall County Regional Planning Commission – Approval – 9-0-1 on December 11, 2024

Kendall County Zoning Board of Appeals – Approval – 7-0-0 on December 16, 2024

Kendall County Planning, Building and Zoning Committee – Approval – 3-0-2 on January 13, 2025

### **Fiscal impact:**

N/A

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### **Background and Discussion:**

As part of the codification review process, the Sheriff's Department requested that the enforcement regulations for window signs contained in Section 36-1051 (12) be amended.

The record for the Petition can be found here,

<https://www.kendallcountyil.gov/home/showpublisheddocument/31502/638701344075200000>.

### **Staff Recommendation:**

Approval

### **Attachments:**

Proposed Ordinance

**ORDINANCE NUMBER 2025-\_\_\_\_\_**

**TEXT AMENDMENT PERTAINING TO THE ENFORCEMENT OF WINDOW SIGN  
REGULATIONS IN THE KENDALL COUNTY ZONING ORDINANCE**

WHEREAS, Section 36-42 of the Kendall County Code permits the Kendall County Board to approve text amendments and provides the procedure through which text amendments are granted; and

WHEREAS, Section 36-1051 (12) of the Kendall County Code assigns certain enforcement activities related to window sign regulations to the Kendall County Sheriff or designee; and

WHEREAS, the Kendall County Zoning Administrator, hereinafter be referred to as “Petitioner”, desires to transfer the enforcement activities related to window sign regulations from the Kendall County Sheriff or designee to the Kendall County Zoning Administrator or designee; and

WHEREAS, on or about October 8, 2024, the Petitioner submitted a text amendment to the Kendall County Code amending the regulations for the enforcement of certain window sign regulations by transferring enforcement authority from the County Sheriff or designee to the Zoning Administrator or designee; and

WHEREAS, following due and proper notice by publication in the Kendall County Record on November 21, 2024, the Kendall County Zoning Board of Appeals conducted a public hearing on December 16, 2024, at 7:00 p.m., in the County Office Building at 111 W. Fox Street in Yorkville, at which the Petitioner presented evidence, testimony, and exhibits in support of the requested text amendment and zero members of the public testified in favor or in opposition to the request; and

WHEREAS, based on the evidence, testimony, and exhibits, the Kendall County Zoning Board of Appeals has recommended approval of the text amendment on December 16, 2024; 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 forwarded to the Kendall County Board a recommendation approval of the requested text amendment; and

WHEREAS, the Kendall County Board has considered the recommendations of the Planning, Building and Zoning Committee and 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

NOW, THEREFORE, BE IT ORDAINED, BY THE COUNTY BOARD OF KENDALL COUNTY, ILLINOIS, that the Kendall County Code be amended as follows:

- I. Recitals: The recitals set forth above are incorporated as if fully set forth herein.
- II. Amended Text: The present language contained in Section 36-1051 (12) of the Kendall County Code is hereby amended to read as follows:

“Window signs. Window signs shall be affixed only to the interior surface of the glass and shall not be located on any windows above the first floor of the building. Such signs shall not exceed thirty-five (35) percent of the window surface area for each building face. Signs shall not be affixed in such a manner that a safety hazard to customers or staff of the establishment is created by the obstruction

State of Illinois  
County of Kendall

Zoning Petition  
#24-32

of vision. The Zoning Administrator ~~County Sheriff~~ or designee shall be empowered to require the removal or relocation of any such sign deemed to be a safety hazard.”

IN WITNESS OF, this ordinance has been enacted by a majority vote of the Kendall County Board and is effective this 21<sup>st</sup> day of January, 2025.

Attest:

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Kendall County Clerk  
Debbie Gillette

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Kendall County Board Chairman  
Matt Kellogg



## Kendall County Agenda Briefing

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**Meeting Type:** County Board Meeting  
**Meeting Date:** 1/21/2025  
**Subject:** Adding Parks to the List of Permitted Uses in the R-4, R-5, R-6, and R-7 Zoning Districts  
**Prepared by:** Matthew H. Asselmeier, AICP, CFM  
**Department:** Planning, Building and Zoning

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### **Action Requested:**

Approval of Petition 24-33, A Request from the Kendall County Zoning Administrator for Text Amendments to the Kendall County Code by Adding Parks to the Appropriate Place Alphabetically in the List of Permitted Uses in the R-4, R-5, R-6, and R-7 Zoning Districts and Related Text Changes

### **Previous Board/Committee Review:**

ZPAC – Approval – 7-0-3 on November 5, 2024

Kendall County Regional Planning Commission – Approval – 9-0-1 on December 11, 2024

Kendall County Zoning Board of Appeals – Approval – 7-0-0 on December 16, 2024

Kendall County Planning, Building and Zoning Committee – Approval 3-0-2 on January 13, 2025

### **Fiscal impact:**

N/A

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### **Background and Discussion:**

Parks are presently special uses in the A-1, M-1 and M-2 Districts and they are permitted uses in the R-1, R-2, R-3, and RPD Districts.

The Oswegoland Park District operates Winrock Park at 21 Winrock Road, SuzanJohn Park at 29 Hampton Road, and Augusta Lake Park at 116 Augusta Road. Winrock Park is zoned R-7 and the other two (2) parks are zoned R-6.

The above parks are presently legally non-conforming which could create regulatory issues if the Oswegoland Park District decided to make changes to the parks; Staff is not aware of any proposed changes at this time.

Staff proposes to add parks to the list of permitted uses in the R-4, R-5, R-6, and R-7 Districts by amending Section 36-535 adding parks in the appropriate place alphabetically to the list of permitted uses in these districts and related text changes.

The record for the Petition can be found here,

<https://www.kendallcountyil.gov/home/showpublisheddocument/31504/638701344319670000>.

**Staff Recommendation:**

Approval

**Attachments:**

Proposed Ordinance

**ORDINANCE NUMBER 2025-\_\_\_\_\_**

**TEXT AMENDMENTS PERTAINING TO ADDING PARKS TO THE LIST OF PERMITTED  
USES IN THE R-4, R-5, R-6, AND R-7 ZONING DISTRICTS IN THE ZONING CHAPTER OF  
THE KENDALL COUNTY CODE**

WHEREAS, Section 36-42 of the Kendall County Code permits the Kendall County Board to approve text amendments and provides the procedure through which text amendments are granted; and

WHEREAS, parks are presently special uses in the A-1 Agricultural, M-1 Limited Manufacturing, and M-2 Heavy Industrial Zoning Districts and are permitted uses in the R-1 One Family Residential, R-2 One Family Residential, R-3 One Family Residential, RPD-1 Residential Planned Development-One, RPD-2 Residential Planned Development-Two, and RPD-3 Residential Planned Development District-Three Zoning Districts; and

WHEREAS, at least three parks are operating in a legally non-conforming manner in the R-6 One Family Residential and R-7 General Residence Zoning Districts; and

WHEREAS, the Kendall County Zoning Administrator, hereinafter be referred to as “Petitioner”, desires to allow parks as permitted uses in all Residential Zoning Districts; and

WHEREAS, on or about October 8, 2024, the Petitioner submitted text amendments to the Kendall County Code adding parks to the list of permitted uses in the R-4 One Family Residential, R-5 One Family Residential, R-6 One Family Residential, and R-7 General Residence Zoning Districts and amending the tables of uses contained in Section 36-1093 of the Kendall County Code to reflect this text amendment; and

WHEREAS, following due and proper notice by publication in the Kendall County Record on November 21, 2024, the Kendall County Zoning Board of Appeals conducted a public hearing on December 16, 2024, at 7:00 p.m., in the County Office Building at 111 W. Fox Street in Yorkville, at which the Petitioner presented evidence, testimony, and exhibits in support of the requested text amendments and zero members of the public testified in favor or in opposition to the request; and

WHEREAS, based on the evidence, testimony, and exhibits, the Kendall County Zoning Board of Appeals has recommended approval of the text amendments on December 16, 2024; 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 forwarded to the Kendall County Board a recommendation approval of the requested text amendments; and

WHEREAS, the Kendall County Board has considered the recommendations of the Planning, Building and Zoning Committee and 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

NOW, THEREFORE, BE IT ORDAINED, BY THE COUNTY BOARD OF KENDALL COUNTY, ILLINOIS, that the Kendall County Code be amended as follows:

- I. Recitals: The recitals set forth above are incorporated as if fully set forth herein.

II. Amended Text: Section 36-535 of the Kendall County is hereby amended to read as follows:

“The following uses are permitted in the R-4 district:

(1) Accessory uses. See [Section 36-971](#).

(2) Home occupations, provided an affidavit is filled out in the PBZ office stating the zoning conditions are met.

(3) Parks.

(4)~~(3)~~ Roadside stands for the display, sale or offering for sale of agricultural products grown or produced on the property, provided that the stands and produce on display are located ten (10) feet back from the nearest right-of-way line.

(5)~~(4)~~ Single-family detached dwellings.

(6)~~(5)~~ Signs.

(7)~~(6)~~ Temporary buildings or structures for construction offices or storage, on the same zoning lot, for a period not to exceed such construction.

(8)~~(7)~~ Vegetable gardens as defined by the Garden Act (505 ILCS 87/1 et seq.).

III. Amended Text: The table of uses contained Section 36-1093 of the Kendall County Code is hereby amended by adding “P” to the R-4, R-5, and R-6 column and R-7 column in the Parks row as illustrated below:

	A-1	R-1	RPD-1, RPD-2 and RPD-3	R-2	R-3	R-4, R-5 and R-6	R-7	B-1	B-2	B-3	B-4	B-5	B-6	M-1	M-2	M-3	Conditions
Parks	S	P	P	P	P	<u>P</u>	<u>P</u>							S	S		

IN WITNESS OF, this ordinance has been enacted by a majority vote of the Kendall County Board and is effective this 21<sup>st</sup> day of January, 2025.

Attest:

Kendall County Clerk  
Debbie Gillette

Kendall County Board Chairman  
Matt Kellogg



# KENDALL COUNTY

Resolution No. \_\_\_\_\_

## *A Resolution Providing for Spring Road Postings of Certain County Highways*

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**WHEREAS**, Kendall County Board has determined that certain county highways under their jurisdiction, by reason of deterioration, rain, snow, or other climate conditions, will be seriously damaged or destroyed unless the permissible weights of vehicles thereon are reduced; and

**WHEREAS**, authority has been granted to the County Board to limit the gross weight of vehicles on certain county highways by Illinois Statute 625 ILCS 5/15-316.

**THEREFORE, BE IT RESOLVED**, that Kendall County Board hereby reduces and restricts the gross weight of vehicles operating on the following county highways, or portions thereof, to a maximum of 12 tons gross weight, for a period not exceeding 90 days and until such time that weight limitation signs are removed by Kendall County Highway Department.

**BE IT FURTHER RESOLVED**, that the provisions of this Resolution shall be in full force and effect upon the erection of weight limitation signs on the following listed roads:

### ***LIST OF SEASONALLY POSTED ROADS – 2025***

PLATTVILLE/CHICAGO RD. from Illinois Route 47 to Grove Road  
VAN EMMON ROAD from Yorkville City Limits to Illinois Route 71  
WHITEWILLOW ROAD from Illinois Route 47 to Grove Road

This resolution approved by the County Board of Kendall County, State of Illinois.

\_\_\_\_\_  
Matthew J. Kellogg – Kendall County Board Chair

I, Debbie Gillette, County Clerk in and for said County, in the State aforesaid, and keeper of the records and files thereof, as provided by statute, do hereby certify the foregoing to be a true, perfect and complete copy of a resolution adopted by the Kendall County Board, at its regularly scheduled meeting in Yorkville, Illinois, on the \_\_\_\_\_ day of \_\_\_\_\_, A.D. 2025.

\_\_\_\_\_  
Debbie Gillette – County Clerk

(Seal)

# KENDALL COUNTY SHERIFF'S OFFICE

## MONTH-END REPORT



**DECEMBER**

**2024**

Submitted by: Sheriff Dwight A. Baird

**OPERATIONS DIVISION**

<b>POLICE SERVICES</b>	<b>December-22</b>	<b>December-23</b>	<b>November-24</b>	<b>December-24</b>
Calls for Service	666	700	681	757
Police Reports	362	331	312	355
Total Arrests	141	138	113	137
Ordinance Citations Issued	0	0	0	0

**TRAFFIC SERVICES**

Traffic Contacts	400	595	503	467
Traffic Citations Issued	208	292	237	216
DUI Arrests	11	11	10	13

**TRAFFIC CRASH INVESTIGATIONS**

Property Damage	46	46	44	52
Personal Injury	16	11	10	14
Fatalities	0	0	0	1
<b>TOTAL CRASH INVESTIGATIONS</b>	<b>62</b>	<b>57</b>	<b>54</b>	<b>67</b>

**VEHICLE USAGE**

Total Miles Driven by Sheriff's Office	49,685	61,899	64,512	55,701
Vehicle Maintenance Expenditures	\$9,403	\$972	\$0	\$0
Fuel Expenditures	\$11,773	\$12,212	\$13,053	\$13,766
Fuel Gallons Purchased	4,252	4,657	4,338	4,639
Squad Damage Reports	0	1	0	0

**AUXILIARY DEPUTIES**

Ride-A-Long Hours	0	22	0	0
Auxiliary Hours	162	13	75	56
<b>TOTAL AUXILIARY HOURS</b>	<b>162</b>	<b>35</b>	<b>75</b>	<b>56</b>

**EVIDENCE/PROPERTY ROOM**

New Items into Property Room	141	58	60	97
Disposal Orders Processed	23	1	39	39
Items Disposed Of	111	71	93	101
Items Sent to Crime Lab for Processing	14	18	17	10

**INVESTIGATIONS/COPS ACTIVITIES**

Total Assigned Cases (Patrol/Invest)	20	9	15	33
Total Closed Cases (Patrol/Invest)	29	30	23	31
Total Open Cases (Patrol/Invest)	93	73	116	118
Community Policing Meetings/Presentations	20	25	25	20

**Sex Offender / Violent Offenders Against Youth Registrations**

Sex Offender Registrations	15	12	4	12
Sex Offender - Address Verifications Completed	0	1	0	1
Sex Offender - Address Verification Attempted	0	1	0	1
Total # of Sex Offenders- Jurisdiction	32	32	32	32
Total # of Sex Offenders- Entire County	90	85	89	89
Violent Offenders Against Youth Registrations	1	1	1	2
VOAY - Address Verification Completed	0	0	0	0
VOAY - Address Verification Attempted	0	0	0	0
Total # of VOAY- Jurisdiction	7	6	5	5
Total # of VOAY- Entire County	26	28	23	25

**RECORDS DIVISION**

SHERIFF SALES	December-22	December-23	November-24	December-24
Sales Scheduled	16	14	6	7
Sales Cancelled	8	9	4	4
Sales Conducted	8	5	2	3

**CIVIL PAPERWORK**

Papers Filed/Received	123	185	144	174
Papers Served/Executed	87	168	115	85

**ORDERS OF PROTECTION**

OP Received	16	14	16	20
OP Prohibiting Firearms	8	9	1	2
OP Served	8	5	23	17

**REPLEVINS/LEVY**

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

**SA, SUBPOENA & FOIA REQUESTS**

Electronic and Recording Copy Requests	78	64	60	71
Body/Dash Cam Requests	na	na	5	4
Accident Reports	21	43	22	16
Background Checks	17	27	37	27
Reports	62	60	57	60
Subpoenas	5	4	2	3
<b>TOTAL REQUESTS</b>	<b>183</b>	<b>198</b>	<b>183</b>	<b>181</b>

**WARRANTS**

Total Warrants on File	1,647	1,199	1,176	1,191
New Warrants Issued	115	101	121	129
Total Warrants Served	128	106	74	101
Warrants Quashed	21	76	20	13

**EVICCTIONS**

Evictions Scheduled for Month	6	8	8	6
Evictions Cancelled	1	3	2	2
Evictions Conducted	5	5	6	4

**FEES**

Civil Process Fees	\$4,053	\$4,140	\$6,132	\$4,676
Sheriff Sales Fees	\$2,400	\$2,700	\$1,500	\$2,100
Records Fees/Fingerprinting	\$25	\$330	\$350	\$210
Bond Processing Fees	\$1,657	\$2,401	\$791	\$554
<b>TOTAL FEES COLLECTED</b>	<b>\$8,135</b>	<b>\$9,570</b>	<b>\$8,773</b>	<b>\$7,540</b>

**CORRECTIONS DIVISION****JAIL POPULATION**

New Intake Bookings	183	163	174	223
Inmates Released	186	163	176	226
Federal Inmate ADP	17	12	6	7
Kendall County Inmate ADP	58	45	37	33
Other Jurisdictions Inmate ADP	4	13	18	15
Average Daily Population	79	69	61	55
ADP of inmates housed in other Jurisdictions	7	2	5	5

JAIL MEALS	December-22	December-23	November-24	December-24
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Number of Meals Prepared Consolidated/Aramark	7,571	6,808	5,736	5,401
Price Per Meal	\$3.08	\$3.08	\$3.08	\$4.54

#### INMATE TRANSPORTS

To and From Kendall County Courthouse	72	56	37	47
Other County Court Transports	0	4	1	0
Out of County Prisoner Pickups	12	15	18	29
To I.D.O.C	2	3	2	0
Medical/Dental Transports	3	10	3	3
Court ordered medical transports	1	1	0	1
Juvenile To and From Youth Homes/Courts	8	11	10	4
Federal Transports	5	3	2	5
To and From Kane County Jail	19	8	2	5
<b>TOTAL INMATE TRANSPORTS</b>	<b>122</b>	<b>111</b>	<b>75</b>	<b>94</b>

#### INMATE WORK CREWS

Number of Inmates	0	0	0	0
Number of Locations	0	0	0	0
Total Hours Worked	0	0	0	0

#### REVENUE

Amount Invoiced for Inmates Housed for Other Juris.	\$2,170	\$25,350	\$30,450.00	\$25,974
Amount Invoiced for Federal Housing	\$42,720	\$32,936	\$17,664	\$19,964
Amount Invoiced for Federal Court Transport	\$858	\$1,910	\$124	\$470
Amount Invoiced for Federal Medical Transport	\$227	\$0	\$171	\$467
<b>TOTAL INVOICED</b>	<b>\$45,975</b>	<b>\$60,196</b>	<b>\$48,410</b>	<b>\$46,875</b>

#### MEDICAL BILLING

Medical Contractual Services	\$20,809	\$21,917	\$0	\$46,580
Prescriptions	\$1,780	\$1,489	\$0	\$895
Medical	\$830	\$193	\$810	\$0
Dental	\$0	\$186	\$0	\$0
Emergency Medical Services	\$0	\$0	\$0	\$164
Medical Supplies	\$536	\$683	\$22	\$578
<b>TOTAL MEDICAL BILLING</b>	<b>\$23,955</b>	<b>\$24,468</b>	<b>\$832</b>	<b>\$48,215</b>

#### Housing Expense

Kane County Jail	\$15,675	\$0	\$0	\$0
<b>TOTAL HOUSING EXPENSE</b>	<b>\$15,675</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

#### COURT SECURITY

Entries	9,186	9,055	9,786	9,880
Items X-rayed	4,485	4,036	3,924	3,880
Bond Call - In Person	8	116	77	103
Bond Call - Video	45	2	0	0
Kendall Prisoners	88	45	28	34
Other Prisoners	11	10	12	19
Arrests made at Courthouse	33	9	15	22
Contraband Refused	64	42	46	69

#### ELECTRONIC HOME MONITORING

TOTAL DEFENDANTS ORDERED TO EHM	December-22	December-23	November-24	December-24
Juvenile	7	3	6	5
Adult	67	80	55	52
<b>TOTAL PARTICIPANTS</b>	<b>74</b>	<b>83</b>	<b>61</b>	<b>57</b>

Orders	December-22	December-23	November-24	December-24
Presentenced	68	75	59	55
Bischof	32	26	26	27
Post Sentenced	6	8	2	2

Days Defendants Served on EHM	December-22	December-23	November-24	December-24
Juvenile	146	75	157	126
Adult	2,013	2,287	1,506	1,491
<b>TOTAL DAYS</b>	<b>2,159</b>	<b>2,362</b>	<b>1,663</b>	<b>1,617</b>

EHM VIOLATIONS	December-22	December-23	November-24	December-24
Juvenile	0	1	1	0
Adult	3	12	13	8
<b>TOTAL VIOLATIONS</b>	<b>3</b>	<b>13</b>	<b>14</b>	<b>8</b>

COST vs. COLLECTIONS	December-22	December-23	November-24	December-24
Cost	\$5,678	\$6,216	\$4,374	\$4,253
Collected	\$3,502	\$2,038	\$1,933	\$2,799

## **KCSO TRAINING**

CORRECTIONS DIVISION	December-22	December-23	November-24	December-24
<b>NATURE OF TRAINING</b>				
Administrative Investigation of In-Custody Deaths				2
Annual Mandatory Firearms Quals				2
Annual Shotgun Qual				1
BLS CPR				59.5
Budgeting for Elected Officials				1
CIT for Correctional Facilities				2
Communicating Eff/Prof w/ LGBTI Offenders				1
CourtSmart				0.5
Cultural Awareness & Diversity				2
Cybersecurity: Data Privacy & Safe Computing				0.5
De-Escalation & Smarter Policing				16
De-Escalation Strategies & Techniques				46
Fire Extinguisher Refresher				6.25
Gangs 3				3
Grab & Jab: EpiPens				0.75
LEADS LTFA				4
Lexipol DTB's				20.25
Navigating Challenging Times				1
NEOGov Harassment				1
NEOGov Identity Protection Act				0.5
Off Duty Qual				1
Policy 315				1
PREA Your Role Responding to Sexual Abuse				2
Responding to Delirium				5
Security & Privacy LEADS				1.5
Taser Cert				4
Understanding the Role of a Supervisor Through Strong				16
Wellness for Corrections				1
<b>TOTAL HOURS</b>	<b>189.25</b>	<b>154.00</b>	<b>344.75</b>	<b>201.75</b>

OPERATIONS DIVISION	December-22	December-23	November-24	December-24
<b>NATURE OF TRAINING</b>				
Annual Mandatory Firearms Quals				6
Annual Shotgun Quals				4
Basic Investigative Skills				40
Communicating Eff/Prof w/ LGBTI Offenders				1
CopFTO Academy				2
CourtSmart				15.5
Cybersecurity: Data Privacy & Safe Computing				2.5

Field Training Officer School (Sokolove)	80
Freedom of Information Act	2
Ground Fighting Control Tactics Instructor Development	32
Ground Fighting In-House	238
ID'ing & Intercepting School Violence Through Cyber	24
LEADS LFTA	8
LEADS Re-Cert	3
Less Lethal Bean Bag Quals	7
Lexipol DTB's	22.5
NEOGov Harassment	5
NEOGov Identity Protection Act	2.5
OC Cert	1
Off Duty Qual	2
Open Meetings Act Online	2
Policy 315	5
PREA Your Role Responding to Sexual Abuse	2
Rifle Qual	2
Security & Privacy LEADS	4.5
Taser Cert	8

<b>TOTAL HOURS</b>	<b>473.50</b>	<b>529.50</b>	<b>586.25</b>	<b>521.50</b>
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<b>COURT SECURITY</b>	<b>December-22</b>	<b>December-23</b>	<b>November-24</b>	<b>December-24</b>
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**NATURE OF TRAINING**

BLS CPR	17.5
CourtSmart	3.5
De-Escalation Strategies & Techniques	12
Fire Extinguisher Refresher	1.25
Lexipol DTB's	3.75
Responding to Delirium	3

<b>TOTAL HOURS</b>	<b>58.25</b>	<b>16.75</b>	<b>26.75</b>	<b>41.00</b>
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<b>ADMINISTRATION DIVISION</b>	<b>December-22</b>	<b>December-23</b>	<b>November-24</b>	<b>December-24</b>
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**NATURE OF TRAINING**

LEADS Re-Cert	1.5
Security & Privacy LEADS	1.5

<b>TOTAL HOURS</b>	<b>18.00</b>	<b>46.50</b>	<b>26.50</b>	<b>3.00</b>
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<b>AUXILIARY</b>	<b>December-22</b>	<b>December-23</b>	<b>November-24</b>	<b>December-24</b>
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**NATURE OF TRAINING**

Lexipol	1.5
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<b>TOTAL HOURS</b>	<b>0.00</b>	<b>5.50</b>	<b>2.50</b>	<b>1.50</b>
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<b>PART TIMERS</b>	<b>December-22</b>	<b>December-23</b>	<b>November-24</b>	<b>December-24</b>
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**NATURE OF TRAINING**

CourtSmart	2.5
Instructor Development	32
LEADS LTFA	4
Lexipol DTB's	4.5
Security & Privacy LEADS	1.5

<b>TOTAL HOURS</b>	<b>42.50</b>	<b>12.75</b>	<b>11.00</b>	<b>44.50</b>
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# KENDALL COUNTY OFFICE OF THE SHERIFF

Dwight A. Baird, Sheriff  
1102 Cornell Lane Yorkville Illinois 60560  
Phone: 630-553-7500 Fax: 630-553-1972  
www.kendallcountyil.gov/sheriff



## 12 – Month Report

December 01, 2023 - November 30, 2024

<b><u>OPERATIONS DIVISION</u></b>	<b>Total</b>	<b>Average</b>
Calls for Service	9,012	752
Police Reports	4,108	342
Total Arrests	1,588	132
Traffic Contacts	6,983	582
Traffic Citations Issued	3,267	272
DUI Arrests	79	7
Total Crash Investigations	605	50
Total Miles Driven by Sheriff's Office	772,263	64,380
<hr/>		
<b><u>RECORDS DIVISION</u></b>	<b>Total</b>	<b>Average</b>
Sales Conducted	30	3
Papers Served/Executed	1,730	144
SA, SUBPOENA & FOIA REQUESTS	2,310	193
Total Warrants Served	1,125	94
Evictions Conducted	85	7
Civil Process Fees	\$96,286	\$8,024
Sheriff Sales Fees	\$26,700	\$2,225
Records Fees/Fingerprinting	\$3,969	\$331
Bond Processing Fees	\$13,781	\$1,148
<hr/>		
<b><u>CORRECTIONS DIVISION</u></b>	<b>Total</b>	<b>Average</b>
New Intake Bookings	2,257	188
Federal Inmate ADP		9
Kendall County Inmate ADP		45
Other Jurisdictions Inmate ADP		11
Average Daily Population		65
Amount Invoiced for Inmates Housed for Other Juris.	\$168,600	\$14,050
Amount Invoiced for Federal Housing	\$285,868	\$23,822
Amount Invoiced for Federal Court Transport	\$16,572	\$1,381
Amount Invoiced for Federal Medical Transport	\$2,300	\$192

STATE OF ILLINOIS  
COUNTY OF KENDALL  
- FILED -

JAN 06 2025

COUNTY CLERK  
KENDALL COUNTY



<b><u>COURT SECURITY</u></b>	<b>Total</b>	<b>Average</b>
Entries	128,098	10,675
Items X-rayed	53,218	4,435
Kendall Prisoners	584	49
Other Prisoners	202	17
Arrests made at Courthouse	192	16
Contraband Refused	655	55

<b><u>ELECTRONIC HOME MONITORING</u></b>	<b>Total</b>	<b>Average</b>
Juvenile Defendants Ordered to EHM		4
Adult Defendants Ordered to EHM		70
Days Defendants Served on EHM	24,597	2,050
Cost	\$64,694	\$5,391
Collected	\$72,671	\$6,056

<b><u>KCSO TRAINING</u></b>	<b>Total</b>	<b>Average</b>
Corrections Division	2,635	220
Operations Division	7,489	624
Court Security	352	29
Administration Division	229	19
Auxiliary Division	53	4
Part Time Deputies	214	18

**12 - Month Budget Results**

Sheriff's Budget (Revised)	\$7,290,384.00	Correction's Budget	\$4,437,550.00
Year to Date	\$7,048,680.00	Year to Date	\$4,417,471.36
Balance	\$241,703.09	Balance	\$20,078.64
Percent	96.7%	Percent	99.5%

Respectfully Submitted,



Sheriff Dwight A. Baird

<b>Kendall County Clerk</b>					
<b>Revenue Report</b>		<b>12/1/24-12/31/24</b>	<b>12/1/23-12/31/23</b>	<b>12/1/22-12/31/22</b>	
<b>Line Item</b>	<b>Fund</b>	<b>Revenue</b>	<b>Revenue</b>	<b>Revenue</b>	
CLKFEE	County Clerk Fees	\$638.50	\$473.00	\$536.00	
MARFEE	County Clerk Fees - Marriage License	\$690.00	\$780.00	\$810.00	
CIVFEE	County Clerk Fees - Civil Union	\$30.00	\$0.00	\$30.00	
ASSUME	County Clerk Fees - Assumed Name	\$25.00	\$45.00	\$30.00	
CRTCOP	County Clerk Fees - Certified Copy	\$1,612.00	\$1,288.00	\$1,766.00	
MISINC	County Clerk Fees - Misc	\$28.00	\$7.00	\$25.00	
	County Clerk Fees - Misc Total	\$3,023.50	\$2,593.00	\$3,197.00	
RECFEE	County Clerk Fees - Recording	\$22,893.00	\$17,274.00	\$19,275.00	
	Total County Clerk Fees	\$25,916.50	\$19,867.00	\$22,472.00	
CTYREV	County Revenue	\$53,185.50	\$35,219.25	\$44,217.00	
DCSTOR	Doc Storage	\$20,266.89	\$10,080.00	\$11,219.00	
GISMAP	GIS Mapping	\$41,940.00	\$32,012.00	\$35,610.00	
GISRCD	GIS Recording	\$5,946.75	\$2,134.00	\$2,374.00	
INTRST	Interest	\$173.14	\$118.66	\$134.22	
RECMIS	Recorder's Misc	\$7,074.00	\$251.50	\$683.50	
RHSP	RHSP/Housing Surcharge	\$22,986.00	\$17,028.00	\$9,648.00	
TAXCRT	Tax Certificate Fee	\$2,560.00	\$2,000.00	\$1,640.00	
TAXFEE	Tax Sale Fees	\$0.00	\$5.00	\$25.00	
PSTFEE	Postage Fees	\$31.35	\$28.95	\$0.00	
CK # 19950	To KC Treasurer	\$180,080.13	\$118,744.36	\$128,022.72	
Death Certificate Surcharge sent from Clerk's office \$1144.00 ck # 19948					
Dom Viol Fund sent from Clerk's office \$120.00 ck 19949					

**Office of the Kendall County Coroner  
Jacquie Purcell**

**Monthly Report  
December 2024**

\* There were 15 hours of community service time served during the month of December.

\* Chief Deputy Gotte provided a training for the Kendall County Chaplains on 12/04/2024.

\* All sworn officers (Coroner and Deputy Coroners) completed annual firearms training and qualifications.

Deaths Report to the M.E.		Deaths Investigations	
December 2024	37	December 2024	6
YTD	381	YTD	56

MEI Scene Investigations		Postmortem Examinations	
December 2024	8	December 2024	3
YTD	68	YTD	29

Manner of Death						
	Natural	Accident	Suicide	Homicide	Indeterminate	Pending
December 2024	33	1	2	0	0	1
YTD	344	23	10	1	2	1

Cremation Permits Issued	
December 2024	21
YTD	249

Case Number	MOD	COD	DOB	DOD	Autopsy	Scene
2024-0345	Accident	Fall	09-29-1934	12-01-2024	None	No
2024-0346	Natural	Cardiac-Infarct NOS	12-05-1945	12-02-2024	None	No
2024-0347	Natural	Cardiac	10-09-1948	12-04-2024	None	No
2024-0348	Natural	Nervous System	05-25-1930	12-05-2024	None	No
2024-0349	Natural	Cardiac-Infarct NOS	01-06-1952	12-05-2024	None	Yes
2024-0350	Natural	Cardiac-Infarct NOS	06-30-1957	12-05-2024	None	Yes
2024-0351	Pending	Drug Death-Acute Intoxication	03-11-1976	12-08-2024	Full	Yes
2024-0352	Natural	Nonspecific Natural	04-07-1941	12-10-2024	None	No
2024-0353	Natural	Renal Disease	12-15-1937	12-11-2024	None	No
2024-0354	Natural	Nervous System	08-15-1948	12-11-2024	None	No
2024-0355	Suicide	Gun-Handgun	10-15-1947	12-16-2024	None	Yes
2024-0356	Natural	Cardiac-Anomaly	10-22-1942	12-17-2024	None	No
2024-0357	Suicide	Gun-Handgun	02-24-1966	12-17-2024	None	Yes
2024-0358	Natural	Cardiac-Infarct NOS	09-20-1939	12-19-2024	None	No
2024-0359	Natural	Multisystem Disease	07-04-1933	12-20-2024	None	No
2024-0360	Natural	Cardiac-ASCVD-IHD and Hypertension	12-30-1968	12-21-2024	Full	Yes
2024-0361	Natural	Neoplasm/Cancer	03-31-1950	12-21-2024	None	No
2024-0362	Natural	Cardiac	12-22-1940	12-21-2024	None	No
2024-0363	Natural	Dementia-Alzheimers	07-01-1933	12-22-2024	None	No
2024-0364	Natural	Nervous System- Stroke	05-04-1931	12-22-2024	None	No
2024-0365	Natural	Pulmonary-COPD	03-09-1937	12-22-2024	None	No
2024-0366	Natural	Cardiac	12-25-1935	12-22-2024	None	No
2024-0367	Natural	Neoplasm/Cancer	05-28-1954	12-22-2024	None	No
2024-0368	Natural	Cardiac	12-09-1970	12-22-2024	Full	Yes
2024-0369	Natural	Cardiac	02-14-1937	12-22-2024	None	No
2024-0370	Natural	Dementia-Alzheimers	07-21-1930	12-24-2024	None	No
2024-0371	Natural	Neoplasm/Cancer	08-23-1948	12-24-2024	None	No
2024-0372	Natural	Neoplasm/Cancer	10-19-1938	12-25-2024	None	No
2024-0373	Natural	Neoplasm/Cancer	04-20-1955	12-27-2024	None	Yes
2024-0374	Natural	Neoplasm/Cancer	06-12-1954	12-28-2024	None	No
2024-0375	Natural	Hepatic/Liver Failure	08-23-1945	12-29-2024	None	No
2024-0376	Natural	Dementia-Alzheimers	09-17-1935	12-29-2024	None	No
2024-0377	Natural	Dementia-Alzheimers	02-17-1946	12-30-2024	None	No
2024-0378	Natural	Neoplasm/Cancer	07-21-1964	12-30-2024	None	No
2024-0379	Natural	Cardiac	12-07-1953	12-31-2024	None	No
2024-0380	Natural	Nervous System	02-28-1947	12-31-2024	None	No

Case Number	MOD	COD	DOB	DOD	Autopsy	Scene
2024-0381	Natural	Neoplasm/Cancer	06-06-1955	12-31-2024	None	No

***REGIONAL OFFICE OF EDUCATION***  
*Grundy and Kendall Counties*

**ANNUAL REPORT**  
**2024**

***CHRISTOPHER D. MEHOCHKO***  
Regional Superintendent

***MICHELLE SENFFNER***  
Assistant Regional Superintendent

## **Grundy Kendall Regional Office of Education**

This report is intended to familiarize the reader with some of the services provided by the Grundy-Kendall Regional Office of Education.

The Grundy-Kendall Regional Office of Education (ROE) is fortunate to work with excellent school administrators and teachers, while at the same time receiving outstanding cooperation from both the Grundy and Kendall county boards and county service agencies.

The primary duty of the Regional Office of Education is to assist Grundy and Kendall County educators with licensure questions. However, the office also assists educators from across the state as well as those located out of state.

The ROE provides a variety of services required by the State of Illinois, suggested by the ROE itself or implemented at the request of the schools within the region. Services range from serving as administrative agent of a cooperative program to providing professional development activities and programs for the teachers and administrators within the region. Professional development for school personnel is under the auspices of the Regional Office of Education in conjunction with the Will County Regional Office of Education. The Professional Development Alliance is located in Joliet. In addition to professional development, the Grundy/Kendall ROE is responsible for Alternative School programs, truancy case workers, homeless liaison, and Workforce Investment Act programs.

The ROE also provides training for all school bus drivers, provides testing which leads to the awarding of the GED certificate to those who did not complete their high school education, fingerprints school employees, and maintains a job bank database.

The Grundy-Kendall Regional Office of Education is responsible for 18 public school districts which educate students in 11 high schools, 11 middle schools, 39 elementary schools, and 3 early childhood centers. In addition, there are 6 private schools, 5 alternative schools, 1 cooperative vocational center, and 1 outdoor education center. With these additional facilities the number of students in the region has grown to around 56,000 compared to 18,000 students back in 1997-1998. There is also one special education cooperative providing a myriad of services for students. All of these facilities lie in an area covering over 752 square miles.

### **Office Locations:**

Morris Office  
Grundy County Administration Building  
1320 Union Street  
Morris, IL 60450

Yorkville Office  
Kendall County Historic Courthouse  
109 West Ridge Street  
Yorkville, IL 60560

### **Regional Office of Education Staff/Support**

The Grundy/Kendall Regional Office of Education has developed a very strong reputation for having friendly, knowledgeable support staff. Support staff for the Regional Office of Education consists of one Administrative Assistant/Licensure Officer in the Morris office and one Administrative Assistant/Licensure Officer and one Bookkeeper in the Yorkville office. It is common to hear positive comments about the support staff's contributions to the ROE.

Basic support of the day-to-day functions of supervision and service to the schools and people of the two-county region is, per law, provided by the two counties. County budget assessment is based upon a ratio of the total assessed property valuation of each county. For the FY24 Budget, that ratio stood at 37% for Grundy County and 63% for Kendall County. The FY25 budget ratio holds at 37% for Grundy and 63% for Kendall.

### **Kendall County Outdoor Education Center**

The Kendall County Outdoor Education Center (KCOEC) is located at Hoover Forest Preserve in Yorkville, Illinois. The mission of the KCOEC is to provide students the opportunity for experiential learning in an outdoor setting. During the program day, the teacher or teachers give a great deal of support to the students through the employment of small working groups. In addition to enhancing a standard curriculum, the KCOEC offers the opportunity for student decision-making, self-confidence development, team building, risk taking, leadership development, and personal adventure. A common thread woven into most outdoor education activities is a strong stewardship responsibility, conservation ethic, and environmental harmony.

The KCOEC is funded through a cooperative that includes the school districts of Plano, Sandwich and Yorkville. The Center provides services for the students within this cooperative. The Regional Office of Education is the administrative agent for the center and employs one full-time director.

The KCOEC also welcomes groups outside of the cooperative interested in outdoor education opportunities. Completion of the "challenge course" has helped draw groups from school districts outside the cooperative boundaries as well as businesses from across the region.

The Center provides one-day, outdoor education experiences for thousands of students each year with participants ranging in age from pre-kindergarten through adults. Each program day is developed with the classroom teacher and is designed to enrich the classroom curriculum. Program areas include Environmental Science, Map and Compass, Living History and Team Building. The KCOEC has been providing quality outdoor learning experiences for local school districts for the last 55 years and looks forward to continuing the adventure into the future.



### **Attendance Assistance Program**

The purpose of the Attendance Assistance Program is to improve school attendance and performance of educationally at-risk students. This program works in prevention and intervention modes with schools, truant students and their families to decrease absenteeism. The program serves 18 school districts throughout Grundy and Kendall Counties and is funded through the Illinois State Board of Education (ISBE) Truants' Alternative and Optional Education Program. There are two full-time and one part time truancy case workers in Kendall County and two full-time truancy case workers in Grundy County.

### **Employment Program**

The ROE implements a program funded under the federal Workforce Investment Act (WIA). A youth employment program for Kendall County youth aged 16-21 operates out of the Yorkville Office. The purpose of the program is to help youth from low-income homes who have employment barriers such as being a high school drop-out, being on court probation, being a young parent, or being academically deficient. Services include GED tutoring, assistance finding employment, resume creation, career counseling, subsidized employment, assistance finding educational grants and loans, and letters of recommendation for employers and judges. The program is funded by the Workforce Investment Act through the River Valley Workforce Investment Board. The Assistant Regional Superintendent of Schools serves as a member of the River Valley Workforce Investment Board.

### **Professional Training and Testing Center**

The Grundy/Kendall County Regional Office of Education provides GED, along with hundreds of other computer-based tests, each month at the Old Historic Courthouse in Yorkville. Generally, tests are administered on Thursday and Saturday of each week. However, we maintain a flexible schedule and open the center on other days to meet the demands of our constituents. We administered 918 exams during the time period between December 1, 2023 and November 30, 2024 compared to 950 in the timeframe between December 1, 2022 and November 30, 2023.

### **Regional Safe Schools Program**

The Regional Safe School Program (RSSP) is a special program created by the State Legislature and is intended to provide educational alternatives for at-risk youth who are expulsion-eligible or have multiple suspensions. Five sites operate cooperatively in the two-county area. Grundy County sites are located at Premier Academy in Morris and Minooka High School (Minooka Academy). Kendall County RSSP sites are located in Plano (FLEX Program), Oswego (GOAL Program), and Yorkville (Yorkville RSSP Program).

Premier Academy, located in Morris, is a Regional Safe School Program and Truants Alternative and Optional Education Program (TAOEP) which is funded by the Illinois State Board of Education. It is one of over 100 programs operating statewide to serve the needs of at-risk students. Premier Academy houses up to 134 students who would otherwise be without an educational placement. Premier Academy serves students from Morris, Coal City, Gardner-South Wilmington, Seneca, Plano, Oswego, Yorkville and Newark School District.

### **Homeless Student Education Liaison Program**

*A homeless child is one who lacks a “fixed, regular and adequate nighttime place of abode” and includes children and youths who are*

- **Sharing the housing** of other persons; i.e. ‘doubled-up or couch-surfing’ due to loss of housing, economic hardship, or a similar reason;
- Are living in **motels**, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations;
- Are living in emergency or **transitional shelters**; are abandoned in hospitals; or are awaiting foster care placement;
- Have a **primary nighttime residence** not designed for or ordinarily used as a regular sleeping accommodation for human beings.
- **Migratory children** qualify as homeless when living in circumstances described above
- This includes the “hidden homeless” - those who are **constantly moving** from one place to another and those who are one paycheck away from being on the streets.

In general, children or youth ‘doubled-up or couch-surfing’, living in welfare hotels, transitional housing, shelters, the streets, cars, abandoned buildings, and other inadequate accommodations are considered homeless. The (federal) **McKinney-Vento Homeless Education Assistance Act** and the **Illinois Education for Homeless Children Act** ensures homeless children **have a right to:**

- A **free**, appropriate public education including a priority to preschool programs (includes waiver of required school fees that would be a participation barrier for homeless families
- The **choice** of staying in the school of origin or attending the school nearest their shelter or temporary home
- In the case of **unaccompanied youth**, consideration is given to the youth’s wishes.
- **Immediate** enrollment even when medical records cannot be produced at the time of enrollment
- Assistance with **transportation** if needed

**Contact:** Rhonda Redgate-Offhaus, Homeless Liaison, Office of the Regional Superintendent  
109 West Ridge Street, Yorkville, IL 60560  
(T) 630-553-4110; (F) 630-553-4152; email: [redgate@roe24.org](mailto:redgate@roe24.org)

# Kendall County Emergency Management Agency

1102 Cornell Lane, Yorkville Illinois 60560

Roger Bonuchi, Director

Tracy Page, Deputy Director

## Emergency Management Report

December 2024

### ○ KCEMA Operations

- Still waiting to take possession of 16 Motorola APX-6000 700/800Mhz radios from Plainfield PD.
- Although we've had meetings to discuss the proposed State changes to the EMA Admin Rule (Part 301), no other information is available at this time.
- D4H – KCEMA has adopted the D4H incident management software package. D4H is a cloud-based software package that manages information during an incident. The State Radiological Preparedness group has granted us one half of the funds (annually) to support our subscription. This includes incident management, personnel and training tracking, and alerting. We'll be reaching out to fire departments, municipalities, and the ROE to include them in this "whole community" emergency management tool. Our training begins Monday, January 6<sup>th</sup>.

### ○ Nuclear

- *Continuing* - Planning for the upcoming Nuclear Dresden Drill in 2025 is underway. Attending several planning meetings throughout the months to come.
  - EAL training was Dec 12th
  - Pre-Exercise – March 4, 2025
  - Exercise – April 8, 2025
- Our new IPRA plan will include public alert messages in English and Spanish.

### ○ UCP

- *On-going* - The UCP is back to the scheduled exercises every 1<sup>st</sup> Tuesday of the month.
- Mast needs to be oiled.

### ○ Meetings/Training/Volunteers/Details

- KCEMA Leadership Meetings
- Starcom/IPAWS Monthly Testing
- The next KCEMA monthly meeting is January 27<sup>th</sup>.

To: Law, Justice and Legislation Committee Board Members  
 Kendall County Board  
 Kendall County, Illinois

From: Jason D. Majer, Kendall County Public Defender

KCBoard@kendallcountyil.gov  
 dgillette@kendallcountyil.gov

**MONTHLY REPORT OF NUMBER OF CASES ASSIGNED AND CLOSED FOR EACH PUBLIC DEFENDER**

**AS OF JANUARY 2025**

	<b><u>J. MAJER</u></b>	<b><u>C. WHEATON</u></b>	<b><u>K. GUSTAFSON</u></b>	<b><u>R.LANCILOTI</u></b>	<b><u>S. KIRST</u></b>	<b><u>S. HOLLMEYER</u></b>	<b><u>New Files</u></b>	<b><u>TOTAL</u></b>
<b>Criminal Felony:</b>	<b>119</b>	<b>202</b>	<b>256</b>			<b>88</b>	<b>68</b>	
Class M-	4	2						
Class X-	2	23	6			1		
Class 1-	0	28	13			1		
Class 2-	32	42	63			1		
Class 3-	21	43	57			26		
Class 4-	60	64	117			59		
<b>MX/SVP/Post C.:</b>	2	3					3	
<b>Criminal CM:</b>	<b>32</b>	<b>38</b>	<b>92</b>	<b>57</b>	<b>55</b>	<b>70</b>	<b>51</b>	
<b>Criminal DUI/DT:</b>	<b>16</b>	<b>1</b>	<b>7</b>	<b>33</b>	<b>67</b>	<b>45</b>	<b>32</b>	
<b>Criminal DV:</b>	<b>16</b>	<b>4</b>	<b>6</b>	<b>58</b>	<b>23</b>	<b>59</b>	<b>28</b>	
<b>Traffic Offenses (TR):</b>	<b>18</b>	<b>24</b>	<b>41</b>	<b>93</b>	<b>38</b>	<b>31</b>	<b>6</b>	
<b>Traffic Offenses (MT):</b>	<b>15</b>	<b>2</b>	<b>27</b>	<b>162</b>	<b>142</b>	<b>120</b>	<b>98</b>	
<b>Juvenile JA/Truancy JV:</b>			<b>7</b>	<b>41</b>	<b>41</b>	<b>86</b>	<b>13</b>	

	<u>J. MAJER</u>	<u>C. WHEATON</u>	<u>K. GUSTAFSON</u>	<u>R.LANCILOTI</u>	<u>S. KIRST</u>	<u>S. HOLLMEYER</u>	<u>New Files</u>	<u>TOTAL</u>
<b>Juvenile JD:</b>			<b>4</b>	<b>39</b>	<b>49</b>	<b>29</b>	<b>8</b>	
Class X-			1			5		
Class 1-				1	1	2		
Class 2-			1	5	2	2		
Class 3-				10	16	8		
Class 4-			2	6	9	5		
CM-				17	21	7		
<b>Criminal Contempt:</b>			1					
<b>Civil Law/Other:</b>								
<b>Conditions Call Only:</b>							<b>30</b>	
Total Open/JAN-25:	<b>218</b>	<b>274</b>	<b>434</b>	<b>483</b>	<b>415</b>	<b>528</b>		<b>2,349</b>
Total Open/DEC-24:	<b>208</b>	<b>243</b>	<b>438</b>	<b>483</b>	<b>669</b>	<b>386</b>		<b>2,427</b>
Total Closed/DEC-24:	<b>72</b>	<b>24</b>	<b>33</b>	<b>94</b>		<b>106</b>		<b>329</b>
Total New Files-DEC-24:	<b>12</b>	<b>27</b>	<b>30</b>	<b>74</b>	<b>34</b>	<b>130</b>		<b>307</b>



## Kendall County Agenda Briefing

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**Meeting Type:** County Board Meeting  
**Meeting Date:** 1/21/2025  
**Subject:** Reducing the Setback from Certain Pipelines to Occupied Principal Structures  
**Prepared by:** Matthew H. Asselmeier, AICP, CFM  
**Department:** Planning, Building and Zoning

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### **Action Requested:**

Approval of Petition 24-34, A Request from the Kendall County Regional Planning Commission for Text Amendments to Section 36-247(7)(a) of the Kendall County Code by Reducing the Setback from Pipelines to Occupied Principal Structures

### **Previous Board/Committee Review:**

ZPAC – Forward to the Regional Planning Commission – 7-0-3 on November 5, 2024

Kendall County Regional Planning Commission – Approval – 7-2-1 on December 11, 2024

Kendall County Zoning Board of Appeals – Denial – 0-7-0 on December 16, 2024

Kendall County Planning, Building and Zoning Committee – Approval as Amended – 3-0-2 on January 13, 2025

### **Fiscal impact:**

N/A

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### **Background and Discussion:**

The Kendall County Regional Planning Commission proposed the original amendment of reducing the setback to twenty-five (25) feet as measured from the pipeline to an occupied principal structure for the following reasons:

1. The present five hundred (500) foot regulation negatively impacted a property owner's ability to use their land by consuming too much land for setback purposes.
2. The present five hundred (500) foot regulation did not address public health and safety. The regulation of pipeline depth more adequately addresses public health and safety. Pipelines become a problem for public health and safety when they are disturbed and, if a pipeline is disturbed, five hundred (500) feet would not be an adequate setback to prevent property damage.

The Planning, Building and Zoning Committee favored measuring the setback from the edges of a permanent easement to an occupied principal structure for the following reasons:

1. An easement is usually recorded and clearly defined while the location of a pipeline within an easement may be unknown.
2. A pipeline may not be located at the center of an easement.
3. Multiple pipelines may be located within the same easement.
4. Structures cannot be built inside easements regardless of the County's zoning regulations.
5. The proposal should take into account the future, non-agricultural uses of properties and the potential that additional pipelines, including additional easements, may be needed.

The record for the Petition can be found here,  
<https://www.kendallcountyil.gov/home/showpublisheddocument/31506/638701344526730000>.

**Staff Recommendation:**

Approval

**Attachments:**

Proposed Ordinance

**ORDINANCE NUMBER 2025-\_\_\_\_\_**

**TEXT AMENDMENTS PERTAINING TO THE SETBACK OF PIPELINES FROM OCCUPIED  
PRINCIPAL STRUCTURES IN THE ZONING CHAPTER OF THE KENDALL COUNTY  
CODE**

WHEREAS, Section 36-42 of the Kendall County Code permits the Kendall County Board to approve text amendments and provides the procedure through which text amendments are granted; and

WHEREAS, Section 36-247 (7) (a) of the Kendall County Code requires all pipelines greater than ten (10) inches in diameter which carry/conduct flammable or hazardous material shall be located a minimum of five hundred (500) feet from any occupied principal structure; and

WHEREAS, the Kendall County Regional Planning Commission, hereinafter be referred to as “Petitioner”, desires to reduce the setback from pipelines to occupied principal structures; and

WHEREAS, on or about September 25, 2024, the Petitioner submitted text amendments to the Kendall County Code reducing the setback from a minimum of five hundred (500) feet to twenty-five (25) feet; and

WHEREAS, following due and proper notice by publication in the Kendall County Record on November 21, 2024, the Kendall County Zoning Board of Appeals conducted a public hearing on December 16, 2024, at 7:00 p.m., in the County Office Building at 111 W. Fox Street in Yorkville, at which the Petitioner presented evidence, testimony, and exhibits in support of the requested text amendment and zero members of the public testified in favor or in opposition to the request; and

WHEREAS, based on the evidence, testimony, and exhibits, the Kendall County Zoning Board of Appeals has recommended denial of the text amendments on December 16, 2024; 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 forwarded to the Kendall County Board a recommendation approval of the requested text amendments with an amendment to the proposal by establishing a setback of twenty-five (25) feet as measured from the edges of a permanent easement to an occupied principal structure; and

WHEREAS, the Kendall County Board has considered the recommendations of the Planning, Building and Zoning Committee and 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

NOW, THEREFORE, BE IT ORDAINED, BY THE COUNTY BOARD OF KENDALL COUNTY, ILLINOIS,  
that the Kendall County Code be amended as follows:

- I. Recitals: The recitals set forth above are incorporated as if fully set forth herein.
- II. Amended Text: The present language contained in Section 36-247 (7) (a) of the Kendall Code is hereby amended to read as follows:



State of Illinois  
County of Kendall

Zoning Petition  
#24-34

“All pipelines greater than ten (10) inches in diameter which carry/conduct flammable or hazardous material shall be located a minimum of twenty-five (25) five hundred (500) feet as measured from the edges of a permanent easement to ~~from~~ any occupied principal structure.”

IN WITNESS OF, this ordinance has been enacted by a majority vote of the Kendall County Board and is effective this 21<sup>st</sup> day of January, 2025.

Attest:

\_\_\_\_\_  
Kendall County Clerk  
Debbie Gillette

\_\_\_\_\_  
Kendall County Board Chairman  
Matt Kellogg