



Kendall County Board Agenda
Adjourned September Meeting
Kendall County Historic Courthouse
110 W. Madison St, Yorkville, IL 60560
Tuesday May 20, 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. Presentation of a 2025 Kendall County Historic Preservation Commission Award for the Preservation of a Commercial Structure (223 S. Bridge Street, Yorkville) to Jason Pesola
 - B. Presentation of a 2025 Kendall County Historic Preservation Commission Award for a Lifetime of Dedication to the Field of Historic Preservation to Johanna Byram
 - C. Presentation of a 2025 Kendall County Historic Preservation Commission Award for a Lifetime of Dedication to the Field of Historic Preservation to Thomas Milschewski
8. Public Comment
9. Consent Agenda
 - A. Approval of County Board meeting minutes from April 15, 2025 (p.3)
 - B. Approval of committee meeting minutes (p.7)
 - C. Approval of claims in the amount not to exceed \$2,283,464.41 from May 15, 2025
 - D. Approval of Resolution Amending Kendall County Wellness Program Guidelines (p.20)
 - E. Approval of Revised Employment of Minors Policy effective July 1, 2025 (Section 3.1 of the Kendall County Employee Handbook) (p.23)
 - F. Approval of Revised Drug and Alcohol Use/Abuse Policy effective July 1, 2025 (Section 5.4 of the Kendall County Employee Handbook) (p.25)
 - G. Approval of Revised Work-Related Injury or Illness Reporting Policy effective July 1, 2025 (Section 5.10 of the Kendall County Employee Handbook) (p.35)
 - H. Approval of Revised Jury and Witness Duty Policy effective July 1, 2025 (Section 8.4 of the Kendall County Employee Handbook) (p.37)
 - I. Approval of Revised Bereavement Leave Policy effective July 1, 2025 (Section 8.8 of the Kendall County Employee Handbook) (p.39)
 - J. Approval of Annual Facility Inspection Report for NPDES Permit for Stormwater Discharges from Separate Storm Sewer Systems (MS4); Filing Fee of \$1,000 to be Paid from Planning, Building and Zoning Department's NPDES Permit Fee Line Item (11001902- 63670) (p.44)
 - K. Approval of An Ordinance Granting Variance to the Kendall County Highway Access Regulation Ordinance – Cannonball Trail (p.83)
 - L. Approval of A Resolution authorizing the use of eminent domain to acquire certain parcels of land for roadway purposes along Ridge Road between Holt Road and Black Road in Kendall County, Illinois (p.85)
 - M. Approval of Main Street Campus Improvements Proposal (p.111)
 - N. Approval of Phase II Contingency Reduction #2 total of \$75,293 with revised contract amounts as follows: Lite Construction \$2,623,233 (\$33,663 increase), CMM Group \$814,371 (\$11,179 increase), TSI Commercial Flooring \$598,862 (\$1,227 increase), Omega Plumbing \$306,193 (\$965 increase), Artlip & Son \$876,870 (\$570 increase), Aurora Wiring & Fixture \$1,049,689 (\$27,689) increase (p.119)
 - O. Approval of Amendment to the Vehicle Lease Agreement between Kendall County and the Voluntary Action Center (p.125)
 - P. Approval of Resolution Establishing a Policy for the Use of WEX Cards to Purchase Fuel for Kendall Area Transit Vehicles (p.128)
 - Q. Approval of Empower Health Services, LLC Biometric Screening Agreement in an amount not to exceed \$135 per plan participant (p.131)
 - R. Approval of purchase of Body Worn Camera (BWC) hardware for the Kendall County Sheriff's Office and 1 year of storage for \$53,863.00 (p.139)
 - S. Approval of Resolution for Credit Card Policy and Credit Card Acknowledgement (p.148)

10. New Business

- A. Presentation of County of Kendall, Illinois Annual Financial Report November 30, 2024, by Mack & Associates
- B. Discussion and Approval of County of Kendall, Illinois Annual Financial Report November 30, 2024
- C. Finance & Budget - Approval of Assignment of the October 4, 2022, Grant Agreement with Kendall 211 to Fox Valley United Way for Disbursement and use of Kendall County's American Rescue Plan Acts Funds ([p.151](#))
- D. Highway - Approval of An Ordinance Granting Variance to the Kendall County Highway Access Regulation Ordinance – Plainfield Road ([p.155](#))

11. Elected Officials and Department Reports

- A. Sheriff (Report included in packet) ([p.157](#))
- B. County Clerk and Recorder (Report included in packet) ([p.164](#))
- C. Treasurer (Report included in packet) ([p.165](#))
- D. Clerk of the Court
- E. State's Attorney
- F. Coroner (Report included in packet) ([p.166](#))
- G. Health Department
- H. Supervisor of Assessments
- I. Regional Office of Education
- J. EMA (Report included in packet) ([p.169](#))
- K. Public Defender (Report included in packet) ([p.171](#))
- L. VAC

12. Standing Committee Reports

13. Special Committee Reports

14. Liaison Reports

15. Other Business

16. Chairman's Report

Appointments

Corey Johnson – Public Aid Appeals (Bristol Township) – 2 Year Term – Expires 2027

Tom Fletcher – Lisbon-Seward Fire District – 3-year Term – Expires April 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

**KENDALL COUNTY BOARD
ADJOURNED SEPTEMBER MEETING
April 15, 2025**

STATE OF ILLINOIS)
) SS
COUNTY OF KENDALL)

The Kendall County Board Meeting was held at the Kendall County Historic Courthouse, in the City of Yorkville on Tuesday, April 15, 2025, at 9:02 a.m. The Clerk called the roll. Members present: Matt Kellogg, Brian DeBolt, Scott Gengler, Dan Koukol, Jason Peterson, Ruben Rodriguez, and Seth Wormley. Member(s) absent: Zach Bachmann, Elizabeth Flowers and Brooke Shanley.

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

Jordan Gash gave the invocation.

THE AGENDA

Member DeBolt moved to approve the agenda by removing the appointments for the Public Aid Appeals Members. Member Gengler seconded the motion. Chairman Kellogg asked for a voice vote on the motion. All members present voting aye. Motion carried.

SPECIAL RECOGNITION

Kendall Area Transit was honored for 15 years of service.

Member Rodriguez moved to approve the Resolution Honoring 15 years of Kendall Area Transit. Member Koukol seconded the motion. Chairman Kellogg asked for a voice vote on the motion. All members present voting aye. Motion carried.

A complete copy of Resolution 25-10 is available in the Office of the County Clerk.

MTH Pumps informed the board about their business and products.

RECESS

PUBLIC COMMENT

Gene Gozner spoke about a single residence home on Corneils Road. It is listed on VRBO stating it can house 40 people, 9 bedrooms. Mr. Gozner questioned the permitting and expressed concerns.

Margaret Peirson stated that the residents of Corneils Road did not know about the home being turned into a VRBO, she expressed concerns for safety, security and fire.

Doug Windsor claimed that his questions on the Corneils Road property were ignored by Planning, Building & Zoning. Mr. Windsor reviewed the terms in the County's ordinances regarding Bed & Breakfast, special use and short term rentals.

John Pierson expressed concerns regarding the Corneils Road property as to the signage and the photos on the website do not depict the true land, they should have been made know as to what was going on and if it's right.

Merrie Gozner read a description of the property on Corneils from the internet. They have a wiffle ball field with a banner stating that it is sponsored by Kendall County.

Mary Lou Munson stated that the website for the property on Corneils shows that the owners own other properties that have more land associated with them. Ms. Munson informed the board of a fire that was started on the property that also burned the neighbor's grass.

Bob Merele talked about the permit posting and construction without a permit for the property on Cornels. The residents were not informed of what was happening at the property.

CONSENT AGENDA

Member DeBolt moved to approve the consent agenda.

- A. Approval of County Board Minutes from March 04, 2025, and March 18, 2025
- B. Approval of Standing Committee Minutes
- C. Approval of Claims in an amount not to exceed \$1,079,254.97 from March 31, 2025, and \$1,727,034.06 from April 15, 2025
- D. Approval of Service agreement between Kendall County and the Village of Montgomery for the Provision of Demand Response Transportation
- E. Approval of Service agreement between Kendall County and the City of Joliet for the Provision of Demand Response Transportation
- F. Approval of Resolution establishing distribution of grants from the 2024 payable 2025 Senior Citizen Social Services Levy
- G. Approval to Release the Executive Session Minutes from April 7, 2025, Kendall County Planning, Building and Zoning Committee Meeting
- H. Approval of Direct Deposit Form
- I. Approval of Emergency Management Agency Intern Job Description
- J. Approval of Courthouse Temporary Office Space Contingency Reduction in the amount of \$84,690.77 and Change Orders totaling \$79,346.23 (GIS Suite, Network Closet, Surveillance Camera, Access Control and Panic Alarm Cabling) for a total revised contract amount with Lite Construction in the amount of \$1,271,333
- K. Approval of Phase II Contingency Reduction #1: Total of \$15,828 with revised contract amounts as follows: Lite Construction \$ 2,589,570 (\$8,100 increase) and Omega Plumbing \$ 305,228 (\$7,728 increase)
- L. Approval of Resolution awarding contracts to the low bidders for the following projects:
 - 25-00000-00-GM to AC Pavement Striping in the amount of \$207,279.90
 - 25-00000-01-GM to D Construction, Inc. in the amount of \$995,818.98
 - 25-00000-02-GM to D Construction, Inc. in the amount of \$1,092,816.57
 - 25-01000-00-GM to D Construction, Inc. in the amount of \$126,353.52
 - 25-02000-00-GM to D Construction, Inc. in the amount of 180,199.90
 - 25-03000-00-GM to Builders Paving, LLC in the amount of \$234,528.00
 - 25-04000-00-GM to D Construction, Inc. in the amount of \$425,936.69
 - 25-06000-00-GM to D Construction, Inc. in the amount of \$89,650.90
 - 25-07000-00-GM to D Construction, Inc. in the amount of \$104,820.49
 - 25-08000-00-GM to D Construction, Inc. in the amount of \$221,377.40
 - 25-09000-00-GM to Steffens 3-D Construction in the amount of \$174,031.25
- M. Approval of Intergovernmental Agreement for Kendall County Transportation Alternatives Program ("KC-TAP") funding to the Village of Minooka for constructing a multi-use path along Ridge Road from I-80 ramps to the Shell gas station parking lot (2025)
- N. Approval of Amendment to the February 20, 2024, Intergovernmental Agreement between Kendall County and the Kendall County Forest Preserve District concerning the dedication of Kendall County Transportation Alternatives Program (KC-TAP) funding and authorization for the construction of the Hoover-Fox River Bluffs Forest Preserves connecting trail
- O. Approval of Resolution appropriating funds for the payment of the county engineer's salary
- P. Approval of resolution authorizing for and execution of a FY2024 and FY2025 Section 5310 grant agreement under the Regional Transportation Authority's general authority to make such Grants

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

C) COMBINED CLAIMS: ADMIN \$4,980.16; AC \$2,062.13; ASSESSOR \$123.42; CAP EXP \$4,950.00; CIR CLK \$32,256.07; CIR CRT JDG \$9,235.28; AUDIT/PROP TAX \$64,154.90; CRNER \$1,601.00; CRRCTNS \$8,036.56; CNTY ADMIN \$96,963.28; CNTY BRD \$121,210.39; CNTY CLK \$4,644.41; HIGHWAY \$338,376.26; ELCTNS \$48,134.20; EMA DIR \$1,103.18; EMA \$687.34; FCLT MGMT \$24,726.26; GIS \$951.04; HLTH & HMN SRV \$16,335.25; HR \$242.32; JURY \$4,065.63; MERIT \$8.26; PBZ PLNR \$3,771.47; PBZ \$1,544.62; POST \$152.24; PRSDNG JDG \$400.40; PROB SPVSR \$8,353.71; PUB DEF \$939.98; ROE \$434.78; SHRF \$61,132.21; ST ATTNY \$1,941.99; TECH \$49,843.97; UTIL \$90,068.50; VET \$2,881.00; FORST \$70,093.11; SHRF \$45,422.25; SHRF \$13,908.35; SHRF \$13,611.46

COMBINED CLAIMS: ADMIN \$6001.14; AC \$12,218.26; CIR CLK \$850.71; CIR CRT JDG \$3,398.10; CRT SERV \$9,211.84; AUDIT/PROP TAX \$68,000.00; CRNER \$6,125.43; CRRCTNS \$55,301.15; CNTY ADMIN \$13,231.32; CNTY BRD \$702,631.45; CNTY CLK \$7,926.97; HIGHWAY \$320,516.64; ELCTNS \$73,569.11; EMA \$259.95; FCLT MGMT \$30,794.16; GIS \$10,455.80; HLTH & HMN SRV \$204,446.74; HR \$1,711.64; JURY \$260.42; MERIT \$8,739.00; PBZ \$4,258.03; PRSDNG JDG \$15,344.56; PROB SPVSR \$16,181.74; PUB DEF \$1,757.45; ROE \$8,192.50; SHRF \$15,032.21; ST ATTNY \$1,130.15; TECH \$13,475.65; TREAS \$173.27; UTIL \$21,347.75; VET \$2,557.84; FORST \$209,805.49; SHRF \$63,706.13; SHRF \$28,226.95.

D) A complete copy of IGAM 25-25 is available in the Office of the County Clerk.

E) A complete copy of IGAM 25-26 is available in the Office of the County Clerk.

F) A complete copy of Resolution 25-11 is available in the Office of the County Clerk.

L) A complete copy of Resolution 25-12 is available in the Office of the County Clerk.

- M)** A complete copy of IGAM 25-27 is available in the Office of the County Clerk.
N) A complete copy of IGAM 25-28 is available in the Office of the County Clerk.
O) A complete copy of Resolution 25-13 is available in the Office of the County Clerk.
P) A complete copy of Resolution 25-14 is available in the Office of the County Clerk.

ELECTED OFFICIAL & OTHER DEPARTMENT REPORTS

Sheriff

Undersheriff Richardson reviewed the report in the packet and spoke about the number of officers involved shootings in Illinois.

County Clerk & Recorder

County Clerk Debbie Gillette stated that the revenue report is in the packet and spoke about the Consolidated Election.

Treasurer

Treasurer Jill Ferko informed the board that the end of the year audit has been completed and the tax bill preparation is going smoothly.

State's Attorney

State's Attorney Eric Weis spoke about Child Abuse Awareness Month. Brenda Karales spoke about the Child Advocacy Center. SA Weis stated that the accreditation process is cumbersome and long and Ms. Karales obtained accreditation quickly for Kendall County. SA Weis presented Ms. Karales with a plaque of appreciation.

Coroner

Coroner Jacquie Purcell reviewed the report included in the packet and stated that there will be a take back event this month.

Health Department

Executive Director RaeAnn VanGundy spoke about the 2025 Workforce Diversity Report and the natural disaster water born disaster activity the participated in.

EMA

Director Roger Bonuchi spoke about the nuclear exercise, FEMA review, Spark program and traffic management class.

VAC

Superintendent Tim Stubinger reviewed the numbers served, number of claims and forms submitted, compensation amounts, and their outreach rebuild efforts.

CHAIRMAN'S REPORT

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

Appointments

Lynn Cullick – Board of Health – 3-year term – Expires April 2028
Mark Luettich – Yorkville-Bristol Sanitary District – 3 Year Term – Expires April 2028

PUBLIC COMMENT

John Pierson spoke about the Planning, Building & Zoning documentation and the fire on the property on Corneils Road.

Dennis Smith stated that the Corneils Road property is like having a bar next door.

Gene Gozner stated that there are others in the neighborhood that have concerns about the Corneils Road property that were unable to attend the meeting.

QUESTIONS FROM THE PRESS

Ethan Krueger from WSPY asked about the banner on the Corneils Road property and if the County Board Members not at the meeting gave notice of why they were not attending.

Co Board 4/15/2025

ADJOURNMENT

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

Approved and submitted this 19th day of March 2025.

Respectfully submitted by,

Debbie Gillette

Kendall County Clerk

COUNTY OF KENDALL, ILLINOIS
HUMAN RESOURCES AND INSURANCE COMMITTEE
Meeting Minutes for Monday, April 7, 2025, at 5:30 p.m.

Call to Order

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

Roll Call

Attendee	Status	Arrived
Ruben Rodriguez	Here	5:30 PM
Jason Peterson	Here	5:30 PM
Elizabeth Flowers	Absent	
Zach Bachmann	Here	5:30 PM
Matt Kellogg	Here	5:30 PM

With 4 members present, a quorum was established.

Staff Present: County Administrator Christina Burns, Director of Human Resources Leslie Johnson, Payroll Specialist Payton Karlovich, Treasurer Jill Ferko.

Others Present: Dave Hall, National Program Director for Empower Health

Approval of Agenda – Member Zach Bachmann made a motion to approve the agenda, second by Member Jason Peterson. **Chairman Rodriguez asked for a voice vote on the motion. All members present voting aye. Motion carried.**

Approval of Minutes- Member Jason Peterson made a motion to approve January 6, 2025, minutes, second by Member Zach Bachmann. **Chairman Rodriguez asked for a voice vote on the motion. All members present voting aye. Motion carried.**

Committee Reports and Updates –

A. Monthly Benefits Report

Kendall County Treasurer Jill Ferko provided the monthly benefits report. Treasurer Ferko reported the HSA had a negative balance due to some employees not having opened their new accounts. IPBC has been a good transition so far, but there have been some hiccups along the way.

B. Monthly Human Resources Department Report

Human Resources Director Leslie Johnson provided the monthly Human Resources Department Report. Director Johnson reported that she will be providing professional development training about the ADA and reasonable accommodations on April 4th. The department has been busy with recruitment for the Summer Internship Program. There are

still internships available in the Animal Control, Health and Human Services, and Planning, Building, and Zoning departments. The Employee Appreciation Breakfast is April 16th and 17th. Director Johnson attended the annual IPBC member meeting and learned a lot regarding IPBC benefits offerings. Director Johnson informed the Committee that IPBC's staff has been responsive to issues and concerns brought to their attention during the benefits transition.

C. Executime & Tyler Munis Update

Payroll Specialist Payton Karlovich discussed the Executime and Tyler Munis update. All County elected offices and departments, except for KenCom and the Sheriff's Office, are in Executime. KenCom and the Sheriff's Office will be utilizing another timekeeping system, Pace. The Circuit Clerk started in Executime Saturday, April 5, 2025. The Executime transition is complete. The Committee thanked Payroll Specialist Karlovich and the rest of the Human Resources team for their work with the Executime transition.

New Committee Business

A. Onsite Wellness Screenings – Presentation by Dave Hall of Empower Health

Dave Hall spoke about Empower Health. They are a nationwide service provider stationed in Aurora, IL. Empower Health works with 80% of IPBC groups currently. Empower Health conducts biometric onsite wellness screenings, and clients can customize what type of screenings to provide to their employees. The cost of the onsite wellness screenings provided by Empower Health is reimbursed through IPBC's Wellness Program for retirees, employees and their spouses who are enrolled in one of Kendall County's medical insurance plans. Online health risk assessments are done as part of the biometric screening process in addition to a blood draw and vitals check. Employees' individual results are kept confidential and will be posted online in Empower's secure portal and will be available for the employees' viewing for twelve months after the screening is completed. Individuals who participate in the biometric screening have the option to share their screening results directly with their physician. After the biometric screening is completed, Empower Health's medical team will directly call patients if they notice something concerning in the biometric screening results. Those individuals are also provided the option of a free checkup six months after the initial call to see if there has been any improvement in their test results. Dave Hall provided the Committee with an overview of the different types of blood panel testing that can be completed. Also, Dave Hall informed the Committee that Empower Health does offer flu vaccines, but it is an additional service with an additional cost that is not reimbursed by IPBC. Empower Health can perform the biometric screenings onsite at Kendall County and can also refer patients to one of Empower's associated laboratories if an individual is unable to attend the onsite wellness screening. As part of their services, Empower Health will also provide Kendall County with a promotional campaign such as signs and pdfs to advertise the wellness program and dates of the onsite wellness screenings. When asked by Chairman Rodriguez, Human Resources Director Leslie Johnson stated that the County would like to go with Empower Health's Panel C+ panel screening because it provides the most comprehensive testing and the cost is fully covered under IPBC at no extra cost to the employer and employee. Director Johnson requested approval from the Committee to proceed with offering the onsite wellness screenings this plan year.

Member Matt Kellog made a motion to approve offering the onsite wellness screenings by Empower Health in 2025, second by member Jason Peterson. **Chairman Rodriguez asked for a voice vote on the motion. All members present voting aye. Motion carried.**

B. Emergency Management Agency Intern Job Description

No discussion was held on this agenda item.

Member Zach Bachmann made a motion to forward to the April 15, 2025 County Board meeting for approval, second by member Matt Kellog. **Chairman Rodriguez asked for a voice vote on the motion. All members present voting aye. Motion carried.**

C. Direct Deposit Form

No discussion was held on this agenda item.

Member Matt Kellog made a motion to forward to the April 15, 2025 County Board meeting for approval, second by member Jason Peterson. **Chairman Rodriguez asked for a voice vote on the motion. All members present voting aye. Motion carried.**

D. Discussion of 2026 Property, Casualty, General Liability, Auto, Workers' Compensation, and Cyber Insurance

Leslie Johnson asked for direction on how to proceed with the renewal for property, casualty, general liability, auto, workers' compensation, and cyber insurance for 2026. Director Johnson informed the Committee that the County's insurance broker contract expires on September 30, 2025, and this contract can be terminated at anytime with 60 days advance notice. Kendall County has a seat on ICRMT's Board of Trustees, and Kendall County has been insured by ICRMT since the 1970s. Director Johnson asked the Committee if they would prefer to continue with ICRMT next year or if they would like staff to explore other potential joint insurance pools and/or insurance companies to see what alternative services and prices may be available to Kendall County in 2026. Chairman Ruben Rodriguez stated it would be good to look at other options, and Member Jason Peterson agreed. Member Kellogg asked if the Forest Preserve was with ICRMT, and Director Johnson stated that she believes the Forest Preserve still utilizes ICRMT. The Committee provided Director Johnson with the direction to look at what alternative options and pricing might exist for Kendall County in 2026.

Old Committee Business –

None

Chairman's Report –

None

Public Comment –

None

Executive Session –

A motion was made by Member Kellogg to enter executive session for the purpose of discussion of minutes of meetings lawfully closed under the Open Meetings Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06 (5 ILCS 120/2(21)). The motion was seconded by Member Zach Bachmann. **A roll call vote was held. With all members present voting aye, the motion carried.**

Items for the Committee of the Whole Meeting –

None

Action Items for County Board –

1. Under Consent Agenda

Emergency Management Agency Intern Job Description

Direct Deposit Form

2. Items for Committee Business

None

Member Kellogg asked Director Johnson to forward additional information about Empower Health's onsite wellness screenings presentation to the County Board so they are familiar with the services that Empower Health will provide to the County.

Adjournment – Member Zach Bachmann made a motion to adjourn, second by Member Jason Peterson. **Chairman Rodriguez asked for a voice vote on the motion. All members present voting aye. Motion carried. The meeting was adjourned at 6:26 p.m.**

Respectfully submitted,
Payton Karlovich
Payroll Specialist

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 April 7, 2025 – Unofficial until Approved

CALL TO ORDER

The meeting was called to order by Chairman Wormley at 6:32 p.m.

ROLL CALL

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

Committee Members Absent: Elizabeth Flowers

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

APPROVAL OF AGENDA

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

APPROVAL OF MINUTES

Member Koukol made a motion, seconded by Member DeBolt, to approve the minutes of the March 10, 2025, meeting. With a voice vote of four (4) ayes, the motion carried.

PUBLIC COMMENT

None

Expenditure Report

Review of Expenditures from March 2025

The Committee reviewed the Expenditure Report.

PETITIONS

None

NEW BUSINESS:

Approval of a Request from James P. Mosher for a Refund of an Unused Building Permit for a Shed at 11 Fox Run Drive (PIN: 04-09-351-004) in the Amount of \$200

Mr. Asselmeier summarized the request.

In November 2022, Mr. Mosher applied for a building permit for an accessory building (shed) at his property at 11 Fox Run Drive. The shed was not constructed and Mr. Mosher does not wish to construct the building. He is requesting a refund of the building permit fee.

Member Koukol made a motion, seconded by Member Rodriguez, to approve the refund as requested.

The votes were as follows:

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

Nays (0): None

Abstain (0): None

Absent (1): Flowers

The motion carried.

Approval of a Request from Blake Carrescia for a Refund of an Unused Building Permit for a Guest House at 6192 Dover Court (PIN: 06-02-125-001) in the Amount of \$875.84
Mr. Asselmeier summarized the request.

In February 2025, Mr. Carresica applied for a building permit for an accessory building (guest house) at his property at 6192 Dover Court. The guest house was not constructed and Mr. Carrescia does not wish to construct the building. He is requesting a refund of the building permit fee.

The Planning, Building and Zoning Department performed a site inspection and plan review. The value of those activities have been deducted from the original approximately Eight Hundred Seventy-Five Dollar (\$875) application fee.

Member Koukol made a motion, seconded by Member Rodriguez, to approve the refund as requested.

The votes were as follows:

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

Nays (0): None

Abstain (0): None

Absent (1): Flowers

The motion carried.

Approval to Change the May 2025 Planning, Building and Zoning Committee Meeting Date and Time

Mr. Asselmeier stated that he will be off for the May 12, 2025, meeting.

Member Rodriguez asked if there were any petitions on the agenda. Mr. Asselmeier responded that there were no petitions, but there will be the annual stormwater NPDES Report. In addition, if the State of Illinois approves the Certified Local Government Grant, approval of the grant agreement and the consultant agreement to perform the structure survey will be on the agenda.

Discussion occurred regarding having the meeting without Mr. Asselmeier.

Member Koukol suggested sending the NPDES Report directly to the County Board on the May 20, 2025 meeting. The other members agreed.

The next Planning, Building and Zoning Committee meeting will be held on May 21, 2025 at 6:30 p.m.

OLD BUSINESS:

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

Mr. Asselmeier stated that the Engineer for the Petitioner was behind in their work and there was no specific date for addressing WBK's comments.

Updates on Amendments to the County-Wide Stormwater Management Ordinance Division of the Kendall County Code; Committee Could Forward the Proposal to the Federal Emergency Management Agency and Illinois Department of Natural Resources

Mr. Asselmeier provided an updated proposal.

In February 2025, the PBZ Committee decided to forward the proposal to the municipalities for review and comment. The Village of Plainfield and the Village of Oswego submitted comments. WBK Engineering submitted responses to the comments of the municipalities, which were provided.

Based on the comments from the municipalities, there were two (2) changes made to the proposal:

1. In the first paragraph of Section 16-278, the following language was added regarding which entities can apply for text amendments to the regulations; this same language is included in the Zoning Ordinance

“ . . . or by a person, firm or corporation having a possessory interest which is specifically enforceable on the land which is subject to the proposed amendment.”

2. In 16-343 (3), the following clarification was added regarding the identification of critical facilities by the Administrator:

**“Upon submittal of stormwater permit applications, identify Critical Facilities
... ”**

Staff recommended that the proposal be forwarded to FEMA and IDNR for review. The County cannot approve the amendments without FEMA's approval. If FEMA approves the proposal, the County will be required to have a public hearing prior to the adoption of amendments.

Member DeBolt made a motion, seconded by Member Rodriguez, to forward the proposal to FEMA.

The votes were as follows:

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

The motion carried.

The proposal will be forwarded to FEMA and IDNR for comment.

Update on Planning, Building and Zoning Department Staffing

Mr. Asselmeier reported that the Department made an offer to a candidate for the Code Enforcement Officer position. Larry Simmons is scheduled to start on April 21, 2025

Mr. Asselmeier reported that the Department interviewed two (2) candidates for the Intern position.

Chairman Wormley asked if the intern positions were paid positions. Mr. Asselmeier stated that they were paid positions.

Chairman Wormley stated that he was pleased that Mr. Asselmeier is hiring interns.

REVIEW VIOLATION REPORT:

The Committee reviewed the report.

REVIEW PRE-VIOLATION REPORT:

The Committee reviewed the report.

UPDATE FROM HISTORIC PRESERVATION COMMISSION:

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

Mr. Asselmeier stated that the theme this year is "Harnessing the Power of Place."

Mr. Asselmeier stated that the Certified Local Government Grant was approved by the State for unincorporated Na-Au-Say and Seward townships to do historic structure surveys. The County was waiting for the State to send their contract and the consultant to send their contract to perform the work.

The Committee did not issue a recommendation regarding the proclamation.

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

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

The votes were as follows:

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

Nays (0): None

Abstain (0): None

Absent (1): Flowers

The motion carried.

The Committee recessed at 6:54 p.m.

The Committee returned from executive session at 6:56 p.m.

NEW BUSINESS

Approval to Release Executive Session Minutes of April 7, 2025

The consensus was to release the minutes of the executive session of April 7, 2025, only.

Member Koukol made a motion, seconded by Member DeBolt, to release the minutes of the executive session of April 7, 2025. With a voice vote of four (4) ayes, the motion carried.

ADJOURNMENT:

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

Chairman Wormley adjourned the meeting at 6:56 p.m.

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

HIGHWAY COMMITTEE MINUTES

DATE: April 8, 2025
LOCATION: Kendall County Highway Department
MEMBERS PRESENT: Jason Peterson, Dan Koukol, and Scott Gengler
STAFF PRESENT: Michele Riley, John Burscheid, and Francis Klaas
ALSO PRESENT: PJ Fitzpatrick and Jarrod Cebulski

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

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

Motion Koukol; second Gengler, to approve the Highway Committee minutes from March 11, 2025. Motion approved unanimously.

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

25-00000-00-GM to AC Pavement Striping in the amount of \$207,279.90
25-00000-01-GM to D Construction, Inc. in the amount of \$995,818.98
25-00000-02-GM to D Construction, Inc. in the amount of \$1,092,816.57
25-01000-00-GM to D Construction, Inc. in the amount of \$126,353.52
25-02000-00-GM to D Construction, Inc. in the amount of 180,199.90
25-03000-00-GM to Builders Paving, LLC in the amount of \$234,528.00
25-04000-00-GM to D Construction, Inc. in the amount of \$425,936.69
25-06000-00-GM to D Construction, Inc. in the amount of \$89,650.90
25-07000-00-GM to D Construction, Inc. in the amount of \$104,820.49
25-08000-00-GM to D Construction, Inc. in the amount of \$221,377.40
25-09000-00-GM to Steffens 3-D Construction in the amount of \$174,031.25

Klaas reported that there were 20 projects bid on March 21, 2025. 11 of those projects were using MFT funds, so the County Board is the awarding authority. Other projects are locally funded. Koukol asked about the contractor, Steffens 3D Construction. Klaas indicated that this contractor does tar & chip work and generally gets most of the that type of work in Kendall County. Koukol asked what projects Builders Asphalt got. Klaas stated that they were low bidder on an asphalt shoulders project in Little Rock Township and a resurfacing project for Fox Township. Koukol was also curious about AC Pavement Striping. Klaas reported that they do pavement markings as well as tar & chip work. They have done quite a bit of work for the County and the Highway Department is comfortable with their quality of work. Klaas also reported that the 20 projects had a total value of about \$5 million. Peterson asked how bidding turned out overall. Klaas thought that this was a pretty typical letting. All projects came in under estimate and D Construction got most of the work. Other bidders included Geneva Construction, P.T. Ferro Construction, Austin Tyler Construction, and Gallagher Asphalt Corporation. Koukol asked who owned all those companies. Klaas wasn't sure. Burscheid

reported that Ferro was still family-owned and Geneva was still owned by the Bryant's. Upon further consideration, the motion was approved unanimously by voice vote.

Motion Gengler; second Koukol to recommend approval of Intergovernmental Agreement for Kendall County Transportation Alternatives Program ("KC-TAP") funding to the Village of Minooka for constructing a multi-use path along Ridge Road from I-80 ramps to the Shell gas station parking lot (2025). Peterson reported that this is the same project that was discussed at last month's meeting. He asked when the project was scheduled to begin. Klaas did not know.

Gengler asked whether Kendall County was the only county that got MFT revenues. Klaas indicated that counties such as Kane, DuPage, and McHenry had an additional local option gas tax, and added that he thought the law may have been recently changed to allow other counties an opportunity to secure a local option gas tax. Klaas also discussed how Lake County originally was responsible – through their lobbying efforts – to get the law changed regarding a transportation sales tax. They mirrored the idea of a Public Safety Sales Tax, but for transportation purposes. However, Lake County was never able to pass a referendum to put the sales tax in place. Kendall County, on the other hand, passed the sales tax referendum, and so has not since pursued a local option gas tax. Gengler stated that he had been at a UCCI event, and they had listed a bunch of counties in northern Illinois that were trying to get additional MFT revenues. Klaas clarified that all local agencies get motor fuel taxes. He stated that counties receive MFT based on the number of registered vehicles, while municipalities get it based on population, and townships on the number of miles of highways under their jurisdiction. Gengler reminded the committee that we had a problem in the past with vehicle registrations being incorrectly identified. Koukol said that many vehicles were showing Kane County registrations when they should have been registered in Kendall County. Klaas added that it was especially true in Boulder Hill. Koukol stated that Latreese Caldwell had worked on correcting this a couple of times. Highway Department tried to get the State to base registrations on the zip code + 4, which would specifically identify the location, but the State was unable or unwilling to implement this.

Motion to recommend approval of the IGA with Village of Minooka was approved unanimously by voice vote.

Motion Gengler; second Koukol to recommend approval of an Amendment to the February 20, 2024 Intergovernmental Agreement between Kendall County and the Kendall County Forest Preserve District concerning the dedication of Kendall County Transportation Alternatives Program (KC-TAP) funding and authorization for the construction of the Hoover-Fox River Bluffs Forest Preserves connecting trail. Klaas summarized the project and reported that the original obligation was \$189,000. The amendment increases the funding by \$83,000 for a total of \$272,000 to be dedicated toward this project. Motion was approved unanimously by voice vote.

Motion Koukol; second Gengler to recommend approval of a resolution appropriating funds for the payment of the county engineer's salary. Motion approved unanimously by voice vote.

In other business, Klaas reported that engineering for the Ridge Road widening from Caton Farm Road to Plainfield Road was in the 5-Year Plan. He had recently sent out a request for Statement of Interest (SOI) to about a dozen consultants. Submittals are due by April 30, 2025. He stated that Chairman Peterson may want to appoint a blue-ribbon panel to evaluate presentations from short-listed consultants. No action was required today, but this was just a heads up. Klaas

described the project in greater detail, noting that this was the WIKADUKE Trail. Koukol asked if the County had funding for the project. Klaas indicated that construction funding was uncertain, but that engineering would be funded locally and might cost approximately \$2 million for both Phase I and Phase 2 Engineering combined.

Motion Gengler; second Koukol, to forward Highway Department bills for the month of April in the amount of \$320,516.64 to the Finance Committee for approval. Gengler identified a \$175,000 payment to Riber Construction. Klaas stated that this was for Wheeler Road Bridge. Even though the money came out of County Bridge Fund, it was State money from the Township Bridge Program. Koukol asked if that project was on schedule. Klaas said that it was actually ahead of schedule. Koukol also asked if there was an engineer inspecting that project. Burscheid indicated that he was providing all the inspection for that project. Motion approved unanimously.

Jarrold Cebulski introduced himself. He is an engineer working for RINA Engineering. They were formerly known as Patrick Engineering, but had recently been purchased by RINA.

Gengler asked about the process for connecting Gordon Road to Dickson Road. Klaas stated that Gordon Road is now open at the Galena-Cannonball intersection and makes a temporary connection to Dickson Road further north. Eventually Gordon will extend east from Dickson and connect to the existing Gordon Road that extends up to Route 30. All of the work north of Galena Road is the jurisdiction of the Village of Montgomery. Klaas pointed out that Montgomery is paying for everything north of Galena Road. The current intersection project will cost about \$4 million, and Montgomery is paying a little over \$1 million for their share – the north leg. He added that the Gordon Road Corridor, which will eventually extend north all the way to Sugar Grove, could become a fairly important corridor in the future, which is why the County wanted to do the realignment and install a traffic signal now.

Motion Gengler; second Koukol to adjourn the meeting at 3:53 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 awarding contracts to the low bidders for the following projects:

25-00000-00-GM to AC Pavement Striping in the amount of \$207,279.90
25-00000-01-GM to D Construction, Inc. in the amount of \$995,818.98
25-00000-02-GM to D Construction, Inc. in the amount of \$1,092,816.57
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25-04000-00-GM to D Construction, Inc. in the amount of \$425,936.69
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25-07000-00-GM to D Construction, Inc. in the amount of \$104,820.49
25-08000-00-GM to D Construction, Inc. in the amount of \$221,377.40
25-09000-00-GM to Steffens 3-D Construction in the amount of \$174,031.25

2. Intergovernmental Agreement for Kendall County Transportation Alternatives Program (“KC-TAP”) funding to the Village of Minooka for constructing a multi-use path along Ridge Road from I-80 ramps to the Shell gas station parking lot (2025)
3. Amendment to the February 20, 2024 Intergovernmental Agreement between Kendall County and the Kendall County Forest Preserve District concerning the dedication of Kendall County Transportation Alternatives Program (KC-TAP) funding and authorization for the construction of the Hoover-Fox River Bluffs Forest Preserves connecting trail
4. Resolution appropriating funds for the payment of the county engineer’s salary



Kendall County Agenda Briefing

Meeting Type: County Board Meeting
Meeting Date: 5/20/2025
Subject: Resolution Amending Kendall County Wellness Program Guidelines
Prepared by: Leslie Johnson, Human Resources Director
Department: Human Resources Department

Action Requested:

To approve the Resolution Amending Kendall County Wellness Program Guidelines.

Board/Committee Review:

On 5/5/2025, the Human Resources & Insurance Committee voted unanimously to forward this item to the County Board for approval.

Fiscal impact:

None

Background and Discussion:

This proposed resolution seeks to amend the Kendall County Wellness Program Guidelines to permit Kendall County's onsite biometric wellness screening to fulfill the annual physical requirement for both employees and their spouses who are enrolled in a Kendall County medical insurance plan. This adjustment would enable them to qualify for the County's wellness program discount on medical insurance premiums for the upcoming plan year simply by completing the County's onsite biometric wellness screening in lieu of completing an off-site annual physical with their physician. The change underscores the County's commitment to promoting health and wellness while simplifying compliance with program requirements.

Staff Recommendation:

To approve the Resolution Amending Kendall County Wellness Program Guidelines.

Attachments:

1. Resolution Amending Kendall County Wellness Program Guidelines

COUNTY OF KENDALL, ILLINOIS

Resolution 25-____

A RESOLUTION AMENDING KENDALL COUNTY WELLNESS PROGRAM GUIDELINES

WHEREAS, Kendall County, Illinois (“County”) is committed to the health and well-being of its employees; and

WHEREAS, the County further recognizes that improvements to employee health, achievable through annual health screenings and active workplace health promotion activities can result in better morale, reduced absenteeism, and enhanced productivity and performance; and

WHEREAS, as part of the County’s employee wellness initiatives, the Kendall County Board adopts the Kendall County Wellness Program Guidelines, as amended, attached hereto as Exhibit A; and

NOW, THEREFORE, BE IT RESOLVED, by the Kendall County Board as follows:

SECTION 1: Recitals. The foregoing recitals are incorporated into and made a part of this Resolution as the findings of the Kendall County Board.

SECTION 2: Applicability. The provisions of this Resolution apply only to County employees who are enrolled in a County sponsored health insurance plan.

SECTION 3: Wellness Program. The Kendall County Wellness Program, as amended and attached hereto as Exhibit A is hereby adopted by the Kendall County Board.

SECTION 4: Conflict. All resolutions, policies, and procedures in conflict herewith are hereby repealed to the extent of such conflict, and any future changes to preexisting personnel policies subject to this Resolution are hereby authorized to be done by motion or resolution. In the event of a conflict between this Resolution and a collective bargaining agreement, the terms of the collective bargaining agreement shall prevail.

SECTION 5: Effective Date. This Resolution shall be in full force and effect upon its approval by a majority vote of the Kendall County Board.

Approved this ____ day of May, 2025.

Attest:

Matthew Kellogg, County Board Chairman

Debbie Gillette, County Clerk and Recorder



Kendall County Wellness Program Guidelines	
<u>Effective Date:</u> <u>TBD5/20/2025</u>	<u>Source Doc/Dep.:</u> None/HR
<u>Last Amended Date:</u> <u>TBD5/20/2025</u>	

KENDALL COUNTY WELLNESS PROGRAM GUIDELINES

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

An eligible employee may elect coverage through any one of the applicable health insurance plans made available by the Employer for the applicable plan year. Kendall County offers a Wellness Program that allows eligible employees to receive a discount on their cost of enrollment in Kendall County's health insurance plan for the applicable plan year. The amount of the discount will be established on an annual basis by the Kendall County Board.

To be eligible for the Kendall County Wellness Program discount, employees must:

1. Complete an annual wellness screening/physical sometime between January 1 and December 31 of the year immediately preceding the applicable plan year; and
2. Submit the completed Physician Verification of Annual Physical to Benefits@kendallcountyil.gov by December 31 immediately preceding the applicable plan year.

If an employee's spouse is enrolled in Kendall County's family health insurance plan, the employee's spouse must also comply with the above Wellness Program requirements for the employee to receive the Wellness Program premium savings for the applicable plan year.

In lieu of completing the two steps in Paragraph 1 and 2 above, employees and/or enrolled spouses can also qualify for the Kendall County Wellness Program discount by participating in Kendall County's onsite wellness screening, if available. If the employee and/or enrolled spouse completes Kendall County's onsite wellness screening, the off-site annual wellness screening/physical requirement in Paragraph 1 shall be waived, and no Physician Verification of Annual Physical form would be needed to qualify for the Kendall County Wellness Program discount.



Kendall County Agenda Briefing

Meeting Type: County Board Meeting
Meeting Date: 5/20/2025
Subject: Revised Employment of Minors Policy (Section 3.1 in the Kendall County Employee Handbook), effective July 1, 2025
Prepared by: Leslie Johnson, Human Resources Director
Department: Human Resources Department

Action Requested:

To approve the Revised Employment of Minors Policy (Section 3.1 in the Kendall County Employee Handbook), effective July 1, 2025.

Board/Committee Review:

On 5/5/2025, the Human Resources & Insurance Committee voted unanimously to forward this item to the County Board for approval.

Fiscal impact:

None

Background and Discussion:

The proposed revisions to this policy reflect recent changes necessary to comply with recent changes to the Illinois Child Labor Law.

Staff Recommendation:

To approve the Revised Employment of Minors Policy (Section 3.1 in the Kendall County Employee Handbook), effective July 1, 2025.

Attachments:

1. Revised Employment of Minors Policy (Section 3.1 in the Kendall County Employee Handbook), effective July 1, 2025

Section 3.1	Employment of Minors
<u>Effective Date:</u> 09/01/2022 <u>7/1/2025</u> <u>Last Amended Date:</u> <u>TBD</u>	<u>Source Doc/Dep.:</u> None/HR

Section 3.1 EMPLOYMENT OF MINORS

The Illinois Child Labor Law regulates the employment of minors under the age of 16 and requires 14- and 15-year-olds to have Employment Certificates. The Employment Certificates are issued ~~by the city or county of local superintendent(s) of schools or their duly authorized agents in the applicable school district~~ by the Regional or District Superintendent of Schools, or their duly authorized agents in the school district. Pursuant to the Illinois Child Labor Law, the Employer shall not employ any minors ages 13 or younger.

While school is in session, children 14 and 15 years of age may work in non-hazardous jobs up to three hours per day and not to exceed ~~18~~24 hours of work per week; the combined hours in school and work may not exceed eight hours a day. When school is not in session (including summer vacation, holidays, and weekends), children ~~14 and 15 years of age under the age of 16~~ may work in non-hazardous jobs not to exceed more than 8 hours of work a day; not more than 6 days a week; not more than ~~40~~48 hours a week. Daily hours of work for children 14 and 15 years of age may be between the hours of 7:00 PM and 7:00 AM (except between June 1 and Labor Day when working hours may be extended from 7:00 PM to 9:00 PM).

All children 14 and 15 years of age must be supervised in person by an adult 21 years of age or older at all times during working hours. A meal period of at least 30 minutes must be provided no later than the 5th hour of consecutive work.

The Employer shall post a schedule stating the hours of work and time of the ~~meal~~lunch period for all employees ~~who are 14 and 15 years of under the age of 16~~ pursuant to the Illinois Child Labor Law. Also, the Employer shall furnish a statement to any employee under the age of 16, which describes the specific nature of work to be performed and the hours and days the minor is to work.

In addition, minors under the age of 18 shall not operate any mechanically powered equipment.



Kendall County Agenda Briefing

Meeting Type: County Board Meeting

Meeting Date: 5/20/2025

Subject: Revised Drug and Alcohol Use/Abuse Policy (Section 5.4 in the Kendall County Employee Handbook), effective July 1, 2025

Prepared by: Leslie Johnson, Human Resources Director

Department: Human Resources Department

Action Requested:

To approve the Revised Drug and Alcohol Use/Abuse Policy (Section 5.4 in the Kendall County Employee Handbook), effective July 1, 2025.

Board/Committee Review:

On 5/5/2025, the Human Resources & Insurance Committee voted unanimously to forward this item to the County Board for approval.

Fiscal impact:

None

Background and Discussion:

Physicians Immediate Care provides drug testing services to Kendall County. Physicians Immediate Care currently uses a 7-panel drug test for employee drug testing. Thus, the proposed revisions to this policy reflect the change from a 5-panel drug test to the current 7-panel drug test utilized by Physicians Immediate Care for Kendall County's employee drug testing.

Staff Recommendation:

To approve the Revised Drug and Alcohol Use/Abuse Policy (Section 5.4 in the Kendall County Employee Handbook), effective July 1, 2025.

Attachments:

1. Revised Drug and Alcohol Use/Abuse Policy (Section 5.4 in the Kendall County Employee Handbook), effective July 1, 2025

Section 5.4	Drug and Alcohol Use/Abuse Policy
<u>Effective Date:</u> 09/01/2022 <u>7/1/2025</u> <u>Last Amended Date:</u> <u>TBD</u>	<u>Source Doc/Dep.:</u> None/HR

Section 5.4 DRUG AND ALCOHOL USE/ABUSE POLICY

A. Scope

This policy applies to all employees, interns and volunteers of (shall herein be referred to collectively as “employees” for purposes of this policy only) while on the job and to situations where an employee’s off-the-job or off-premises conduct impairs work performance or undermines the public confidence in or harms the reputation of the Employer. This policy shall also apply to all candidates for employment who have been given conditional offers of employment. Such persons are responsible to be familiar with and comply with this policy.

The provisions of this policy are subject to any federal, state, or local laws that may prohibit or restrict their applicability, and testing for drugs and alcohol shall be conducted in accordance with and limited by such laws, notwithstanding any terms of this policy to the contrary. No part of this policy, nor any of the procedures hereunder, guarantees employment, continued employment, or terms or conditions of employment or limits in any way the Employer’s right to manage the workplace and/or discipline employees.

B. Definitions

For purposes of this policy only, the following definitions shall apply:

1. **Drug:** includes any and all of the following:
 - a. Any controlled substance as defined in the Illinois Controlled Substances Act (720 ILCS 570/100 *et seq.*);
 - b. Cannabis as defined in Section 1-10 of the Illinois Cannabis Regulation and Tax Act ~~(if Illinois House Bill 1438 is adopted into law)~~ and Section 3(a) of the Illinois Cannabis Control Act;
 - c. A prescription drug prescribed to the employee but is not taken in accordance with the prescription given to the employee;
 - d. A prescription drug for which the employee has no valid prescription; and

- e. Over-the-counter medications not used in accordance with product and/or physician instructions.
- 2. **Alcohol**: includes all alcohol, spirits, wine, beer, and alcoholic liquor as defined in Sections 1-3.01 through Section 1-3.05 of the Illinois Liquor Control Act (235 ILCS 5/1-3.01 *et seq.*)
- 3. **County property**: includes all land, buildings, structures, real property, parking lots, and means of transportation owned by, rented, or leased by or to Kendall County.
- 4. **Safety sensitive function**: includes a job in which the employee is directly responsible for the employee's own safety or the safety of other people. It can also refer to a job where an impairment, such as drug or alcohol use, can put a worker or others at risk of harm.

C. Policies

It is the responsibility of both the Employer and the employee to maintain a healthy and efficient workforce free from the effects of drug and alcohol abuse. Consistent with this goal and in response to the requirements of the Illinois Drug Free Workplace Act (30 ILCS 580/1-11), the Employer has developed the following Drug and Alcohol Policy:

- 1. The Employer prohibits the following:
 - a. The possession, use, sale, transportation, distribution, manufacturing, and dispensing of drugs (including, but not limited to controlled substances and cannabis), drug paraphernalia, and/or alcohol, by anyone while on County property or while on business for the Employer, except in accordance with job duty requirements.
 - b. Being impaired or under the influence of drugs or alcohol away from County property, if such impairment or influence adversely affects the employee's work performance, the safety of the employee or others, or puts at risk the Employer's reputation.
 - c. Possession, use, solicitation for, or sale of drugs or alcohol away from County property, if such activity or involvement adversely affects the employee's work performance, the safety of the employee or others, or puts at risk the Employer's reputation.
- 2. It is the responsibility of all employees to report to their immediate supervisor, their Executive, and/or the County Administrator when reasonable suspicion exists that another employee is impaired or under the

influence of drugs or alcohol while on County property and/or while on business for the Employer.

3. Any employee convicted of any criminal drug statute violation shall notify their Designated HR Representative, and the employee's immediate supervisor of such conviction in writing no later than five (5) calendar days after such conviction, unless the conviction has been sealed, expunged or impounded under Section 5.2 of the Criminal Identification Act. Any employment decision made by the Employer relating to this conviction record will comply with the requirements set forth in the Illinois Human Rights Act and all other applicable laws.
4. The Employer will not penalize an employee or applicant solely for (a) their status as a registered qualifying patient or registered designated caregiver under the Compassionate Use of Medical Cannabis Pilot Program Act or (b) the employee's use of a prescription drug for which the employee has a valid prescription and for which the employee is taking the prescription drug in accordance with their doctor's instructions, unless failing to do so would put the Employer in violation of federal law or unless failing to do so would cause the Employer to lose a monetary or licensing-related benefit under federal law or rules. The Employer prohibits an employee's use and storage of medical cannabis on Kendall County property and/or while performing their assigned job duties for the Employer. The employee shall promptly notify the their Executive, and the employee's immediate supervisor (in writing, if possible) if (a) the employee is a registered qualifying patient/registered designated caregiver and the lawful use of the medical cannabis would affect the employee's ability to safely and effectively perform the duties of their job or (b) the employee is lawfully using a prescription drug for which the employee has a valid prescription and the lawful use of the prescription drug would affect the employee's ability to safely and effectively perform the duties of their job.
5. The Illinois Cannabis Regulation and Tax Act will allow the recreational/non-medical use of cannabis in the State of Illinois. Section 10-50 of the Illinois Cannabis Regulation and Tax Act allows employers like the Employer to adopt a "zero tolerance" policy. As such, the Employer hereby adopts a "zero tolerance" policy and states that employees are prohibited from:
 - Being under the influence of recreational/non-medical use cannabis while on County property; while performing the employee's job duties; during compensated time; and/or while the employee is on call for the Employer;
 - Using, selling, distributing, and/or possessing recreational/non-medical use cannabis while on County property; during compensated time; while performing the employee's job duties for

- the Employer; and/or while the employee is on call for the Employer, except in accordance with job duty requirements;
 - Using recreational/non-medical use cannabis four (4) or fewer hours before performing job functions that may involve safety-sensitive duties;
 - Reporting for duty or remaining on duty while under the influence of recreational/non-medical use cannabis;
 - Using recreational/non-medical use cannabis during eight (8) hours following a work-related accident, or until undergoing a post-accident test; or
 - Refusing to take a drug and alcohol test in accordance with the testing procedures set forth below.
6. With respect to alcohol, the Employer hereby adopts a “zero tolerance” policy and states that employees are prohibited from:
- Being under the influence of alcohol while on County property; while performing the employee’s job duties for the Employer; during compensated time; and/or while the employee is on call for the Employer;
 - Using, selling, distributing and/or possessing alcohol while on County property; while performing the employee’s job duties; during compensated time; and/or while the employee is on call for the Employer, except in accordance with job duty requirements;
 - Using alcohol four (4) or fewer hours before performing job functions that may involve safety-sensitive duties;
 - Reporting for duty or remaining on duty while under the influence of alcohol;
 - Using alcohol during eight (8) hours following a work-related accident, or until undergoing a post-accident test; or
 - Refusing to take a drug and alcohol test in accordance with the testing procedures set forth below or, if a union employee, as set forth in the applicable union contract.
7. Any alcohol and/or drug that could affect performance of job duties is prohibited. This includes the use of any drug, except by doctors’ prescription and only then if the doctor has advised the employee that the drug will not adversely affect the employee’s ability to safely perform their job duties. It is the employee’s responsibility to promptly inform (in writing, if possible) the employee’s Executive and the employee’s immediate supervisor if the employee is taking an over-the-counter medication and/or lawfully prescribed medication that may affect the employee’s ability to safely and effectively perform the duties of their job. An employee shall not perform any work while under the influence of any over-the-counter medication and/or other lawfully prescribed medication that affects the employee’s ability to safely and effectively perform their job duties.

8. An off-duty employee shall not drive a vehicle for work-related purposes and/or report to a Kendall County facility within (2) hours after the employee has consumed any drugs or alcohol.
10. Any employee who violates this policy may be subject to disciplinary action up to and including termination of employment.
11. If the employee's employment is not terminated as a result of the employee's violation of this policy, the employee may be required to enroll in a drug or alcohol counseling rehabilitation or assistance program (EAP) at the employee's expense. If any employee who is in need of the EAP refuses to cooperate and/or attend the EAP, such conduct may constitute grounds for immediate termination of employment. Also, any employee who violates this policy and/or any employee who participates in an EAP and then violates this policy for a second time may be subject to immediate termination of employment. Any employee who is required by this policy to satisfactorily participate in an EAP shall furnish to their supervisor written proof of the satisfactory completion of the EAP.

C. Procedures

To provide a safe drug and alcohol-free working environment, the Employer shall:

1. Provide increased awareness through training, education and communication of the subject of alcohol and other drug abuse.
2. Recognize that there may be employees who have an alcohol, drug or stress problem and stand willing to assist in the resolution of that problem by encouraging employees to seek help through the Employee Assistance Program.
3. Cooperate with outside law enforcement agencies.
4. Conduct alcohol and drug testing in accordance with the Employer's Testing Policy as set forth below.
5. Take any other actions deemed necessary and appropriate including, but not limited to, disciplinary action up to and including termination of employment.

D. Employee Testing

1. **When Testing May Occur:** Employees working for the Employer may be required to submit to drug and alcohol testing, by breathalyzer test, urinalysis test and/or

other appropriate drug and/or alcohol testing, in any one or more of the following situations:

- Pre-employment for candidates that have received a contingent offer of employment for a safety sensitive position;
- Post-accident;
- Reasonable suspicion; and
- Return to duty, when an employee has violated the prohibited drug and alcohol standards.

For purposes of this policy, “reasonable suspicion” means that at least two(2) of the Employer’s representatives have observed and can describe specific symptoms of an employee while working that decrease or lessen their performance of the duties or tasks of the employee’s job position, including, but not limited to symptoms related to the employee’s speech, breath, physical dexterity, agility, coordination, demeanor, irrational or unusual behavior, negligence or carelessness in operating equipment or machinery, disregard for the safety of the employee or others, or involvement in an accident that results in serious damage to equipment or property, or carelessness that results in any injury to the employee or others, or detection of alcohol, drug and/or drug paraphernalia in the area where an employee has/had been working.

The following employees must first be given a reasonable opportunity to contest the basis of the suspected impairment before being subject to discipline based on a reasonable suspicion of impairment:

- A registered qualifying user of medical cannabis under the Compassionate Use of Medical Cannabis Pilot Program Act;
- An employee taking a prescription drug for which the employee has a valid prescription; and
- An employee that is under the influence or impaired by cannabis

2. What Will Be Tested:

- a. Controlled Substances: Drug testing shall include, but is not limited to, testing of the following panel of drugs:
 - Marijuana THC (metabolite)
 - Cocaine, any form or derivative thereof
 - Amphetamines (including methamphetamines)
 - Opiates (including heroin, opium, etc.)
 - Phencyclidine (PCP)
 - Benzodiazepines (e.g., diazepam, lorazepam)
 - Barbiturates (e.g., phenobarbital, secobarbital)

“Under the influence” or “impaired” by cannabis shall be defined for purposes of this Drug and Alcohol Policy as having a tetrahydrocannabinol concentration of 5 nanograms or more in the employee’s whole blood or 10 nanograms or more in another bodily substance of the employee. Also, an employee found to have a tetrahydrocannabinol concentration of 2.5 nanograms or more in the employee’s whole blood or 5 nanograms or more in another bodily substance of the employee shall not perform nor be permitted to perform any job functions for at least 24 hours following the test result and may be subject to the same procedures as a positive test result, which may include disciplinary action, not to exclude termination of employment.

- b. **Alcohol:** For purposes of this Employee Testing Policy, “under the influence of alcohol” shall be defined as breath alcohol test results with an alcohol concentration of 0.08% or above and shall be considered to be a positive test result. Also, an employee found to have an alcohol concentration of greater than 0.04% and less than 0.08% shall not perform, nor be permitted to perform any job functions for at least 24 hours following the test result and may be subject to the same procedures as a positive test result which may include disciplinary action, not to exclude termination of employment.

3. **Refusal To Test:** Refusal to submit to a required alcohol or drug test is prohibited. Refusal to submit to a test may result in the same procedures as a positive test result which may include disciplinary action, up to and including termination of employment. Refusal to submit to a test shall be defined as:

- Failing to provide adequate samples for testing without medical reason;
- Failing to show up at the testing site when instructed;
- Engaging in conduct that obstructs the testing process; and/or
- Failing to comply with any of the procedures set forth in this policy.

4. **Confidentiality:** The employee’s right to privacy will be respected, and the Employer shall keep the results of any testing strictly confidential to the extent required or permitted by applicable state and federal law. However, the Employer may use the results to decide upon an action to be taken towards an employee, or to the extent necessary, to defend its actions in any subsequent grievance, administrative proceeding or legal or other proceeding.

5. **Treatment:** An employee who voluntarily informs their Designated HR Representative that they have a drug or alcohol abuse problem and desires rehabilitation assistance may be granted a leave of absence, in accordance with the Employer’s Family and Medical Leave Act Policy, provided the employee is otherwise eligible for such leave pursuant to the Family and Medical Leave Act Policy. The sole purpose of such leave is to obtain the necessary rehabilitation assistance. The employee may be required to periodically provide proof that they are participating in an appropriate rehabilitation or after-care program. Any

employee who returns to work after completion of a rehabilitation program and who subsequently violates this policy may be immediately discharged without regard to a request for further rehabilitation.

6. **EAP:** Employees who have questions about this policy should contact their Designated Human Resources Representative. The Employer shall continue to provide employees with access to an EAP similar to that which exists on the effective date of this Employee Testing Policy.

7. **Procedures for Testing:**

- a. An applicant shall not be required to submit to alcohol and/or drug testing until after an offer of employment has been made to the applicant for a safety sensitive position. The applicant's offer of employment shall be contingent upon the applicant testing negative for drugs and/or alcohol.
- b. An applicant or employee shall be required to submit to alcohol and/or drug testing at a time and place designated by the Designated HR Representative or whenever there is a finding that reasonable suspicion for such testing exists.
- c. In the event of testing for reasonable suspicion, their Executive shall provide the employee with notice of the basis for reasonable suspicion. In addition, their Executive may require an employee to submit to alcohol and drug testing when an employee is involved in an on-duty incident involving significant damage to property or personal injury to anyone. The Employer shall use only licensed clinical laboratories for such testing.
- d. All drug and alcohol tests will be conducted, reviewed and interpreted by professionally trained and certified technicians and/or medical review officers (MRO) who will follow a chain of custody, and other procedures prescribed by applicable state and federal laws, in order to ensure and confirm the accuracy of the test results. Test procedures shall conform to the NIDA Standards of the Federal Guidelines issued by the Department of Health and Human Services, Alcohol, Drug Abuse and Mental Health Administration. In the event there is a conflict between the procedures set forth in this policy and the NIDA standards, the NIDA standards shall control.
- e. In cases where an applicant or employee receives a negative-dilute test result, the applicant or employee may be required to re-take the test. If there is a second negative-dilute test result, it will be accepted as a negative test result.
- f. At the time of any urinalysis test, the employee may request that a blood sample be taken at the same time so that a blood test can be performed if

the employee tests positive in the urinalysis test. If an employee tests positive in any such test, the test results shall be submitted to their Executive for appropriate action. A portion of the tested sample shall be retained by the laboratory so that the employee may arrange for a confirmatory test to be conducted by a licensed clinical laboratory of the employee's choosing and at the employee's expense.

- g. In cases where an employee is notified of a positive drug or alcohol test, the employee shall be removed from duty for up to 72 hours. The employee may request that the second sample of the split sample be tested, at their own expense. If the results of the second sample come back as negative, the Employer will reimburse the employee for the cost of the negative test.
- h. The employee shall have the right to dispute the administration of the test and/or the significance and accuracy of the test. Any such dispute shall be submitted in writing to their Designated HR Representative.

8. Positive Test Results:

- a. If an applicant tests positive for drug(s) and/or alcohol in a test administered under this Policy, the Executive in their sole discretion, may rescind any offer of employment made to the applicant.
- b. If an employee tests positive for drug(s) and/or alcohol in a test administered under this Policy, the Executive, in their sole discretion, shall have the right to discipline the employee, up to and including termination.
- c. If an employee tests positive and is not terminated, the Executive, in their sole discretion, reserves the right to offer participation in an approved alcohol rehabilitation or drug abuse assistance program, at the employee's cost, as an alternative to, or in conjunction with discipline. However, the employee must satisfactorily complete the program as a condition of continued employment. Upon the employee's return to work, the Executive, in their sole discretion, may require such employee to submit to a random urinalysis or other appropriate alcohol and/or drug tests during the twelve (12) month period following the date any employee tests positive in any test and returns to work. Any such random tests shall occur at times and places designated by the Executive. In the event such an employee tests positive again, the employee shall be immediately terminated.



Kendall County Agenda Briefing

Meeting Type: Human Resources and Insurance
Meeting Date: 5/5/2025
Subject: Revised Work Related Injury or Illness Reporting Policy (Section 5.10 in the Kendall County Employee Handbook), effective July 1, 2025
Prepared by: Leslie Johnson, Human Resources Director
Department: Human Resources Department

Action Requested:

To approve the Revised Work Related Injury or Illness Reporting Policy (Section 5.10 in the Kendall County Employee Handbook), effective July 1, 2025.

Board/Committee Review:

On 5/5/2025, the Human Resources & Insurance Committee voted unanimously to forward this item to the County Board for approval.

Fiscal impact:

None

Background and Discussion:

The Administration used to oversee risk management services for Kendall County. However, those duties were re-assigned to the Human Resources Department. The proposed revisions to this policy reflect this change in risk management responsibilities from Administration to the Human Resources Department.

Staff Recommendation:

To approve the Revised Work Related Injury or Illness Reporting Policy (Section 5.10 in the Kendall County Employee Handbook), effective July 1, 2025.

Attachments:

1. Revised Work Related Injury or Illness Reporting Policy (Section 5.10 in the Kendall County Employee Handbook), effective July 1, 2025.

Section 5.10	Work Related Injury or Illness Reporting Policy
<u>Effective Date:</u> 09/01/2022 <u>7/1/2025</u> <u>Last Amended Date:</u> <u>TBD</u>	<u>Source Doc/Dep.:</u> None/HR

Section 5.10 WORK RELATED INJURY OR ILLNESS REPORTING POLICY

Any employee who suffers an injury or illness arising out of and in the course of their employment (regardless of severity) shall report the injury or illness to their immediate supervisor promptly both verbally and in writing with a completed Incident Report (form to be provided to the employee by the Designated Human Resource Representative). The Incident Report shall include the following: the date, time, place injury/illness occurred, how the injury/illness occurred, the type of injury/illness, the identity of any witnesses, and whether medical assistance was obtained. The report shall be submitted to the Immediate Supervisor and the Designated Human Resource Representative by the end of the workday, if possible. The Immediate Supervisor and/or the Designated Human Resources Representative should then provide a copy of all such paperwork to the Kendall County Administrative Services/Kendall County Human Resources Department.

Any employee witnessing or receiving a report of an injury/illness to a visitor shall verbally report the injury to the employee's supervisor immediately. The employee may also be required to complete a written Incident Report (form to be provided to the employee by the Immediate Supervisor and/or Designated HR Representative) and provide it to the Immediate Supervisor and/or the Designated Human Resource Representative by the end of the workday, if possible. The Immediate Supervisor and /or the Designated Human Resources Representative should then provide a copy of all such paperwork to the Kendall County Administrative Services/Human Resources Department.

Any accident involving Kendall County's property or vehicles or involving a privately owned vehicle being operated for the Employer's business shall be reported promptly to the employee's supervisor both verbally and in writing with a completed Incident Report (form to be provided to the employee by the Immediate Supervisor and/or the Designated Human Resource Representative). The Incident Report shall include the following: the date, time, place incident occurred, how the incident occurred, the identity of any witnesses, and the extent and type of damage, if applicable. The Incident Report shall be submitted to the Immediate Supervisor and/or the Designated Human Resources Representative by the end of the workday, if possible. The Immediate Supervisor and/or the Designated Human Resources Representative should then provide a copy of the Incident Report to the Kendall County Human Resources Department. Employees are also required to notify law enforcement when appropriate.



Kendall County Agenda Briefing

Meeting Type: County Board Meeting

Meeting Date: 5/20/2025

Subject: Revised Jury and Witness Duty Policy (Section 8.4 in the Kendall County Employee Handbook), effective July 1, 2025

Prepared by: Leslie Johnson, Human Resources Director

Department: Human Resources Department

Action Requested:

To approve the Revised Jury and Witness Duty Policy (Section 8.4 in the Kendall County Employee Handbook), effective July 1, 2025.

Board/Committee Review:

On 5/5/2025, the Human Resources & Insurance Committee voted unanimously to forward this item to the County Board for approval.

Fiscal impact:

None

Background and Discussion:

The current policy states that any fee received by an employee for serving on a jury or providing testimony will be deducted from the employee's wages during jury/witness duty leave. The proposed revision for this policy provides directions to employees on how and when to notify the County when the employee receives such a fee. Also, the proposed revision to the policy allows the supervisor to request documentation from the employee to verify the employee attended jury duty and/or attended a legal proceeding to provide witness testimony.

Staff Recommendation:

To approve the Revised Jury and Witness Duty Policy (Section 8.4 in the Kendall County Employee Handbook), effective July 1, 2025.

Attachments:

1. Revised Jury and Witness Duty Policy (Section 8.4 in the Kendall County Employee Handbook), effective July 1, 2025

Section 8.4	Jury and Witness Duty
<u>Effective Date:</u> 09/01/2022 <u>7/1/2025</u> <u>Last Amended Date:</u> <u>TBD</u>	<u>Source Doc/Dep.:</u> None/HR

Section 8.4 JURY AND WITNESS DUTY

Jury and witness duty leave shall be granted to employees who are called to jury duty or are required to be absent from work because of a subpoena from any legislative, judicial or administrative tribunal.

Paid time off for jury or witness testimony is available up to ten (10) workdays. After ten (10) workdays of jury and witness duty leave, any additional time off for jury duty and/or witness testimony is unpaid. 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 employee regularly works a seven and one-half (7 ½) hour workday, the employee’s “day” for purposes of this policy will be 7.5 hours of jury and witness duty leave.

Any fee received by an employee for serving on a jury or providing testimony will be deducted from the employee’s wages during paid time off. The employee is responsible for notifying their immediate supervisor and the Employer’s payroll administrator in writing of any such fee received within 48 hours after the employee receives the payment.

To request time off for jury and witness duty leave, employees must provide a copy of the jury or subpoena to their immediate supervisor within ten (10) calendar days of receipt. If the request is approved, the employee should then forward the request and approval to the Designated H-R Representative for recordkeeping purposes.

While serving on a jury or testifying as a witness, employees are required to advise their immediate supervisor about their availability for work each workday. Employees who are released from jury duty or witness testimony during the workday are expected to report to work immediately to complete their work shift. An employee may be required by their immediate supervisor to provide documentation verifying their attendance at jury duty and/or their attendance at a legal proceeding to provide witness testimony.

If an employee is required to perform jury duty or is summoned to testify as a witness while the employee is on an approved leave of absence (e.g., FMLA leave), the employee shall not be eligible to receive paid jury and witness duty leave.



Kendall County Agenda Briefing

Meeting Type: County Board Meeting

Meeting Date: 5/20/2025

Subject: Revised Bereavement Leave Policy (Section 8.8 in the Kendall County Employee Handbook), effective July 1, 2025

Prepared by: Leslie Johnson, Human Resources Director

Department: Human Resources Department

Action Requested:

To approve the Revised Bereavement Leave Policy (Section 8.8 in the Kendall County Employee Handbook), effective July 1, 2025.

Board/Committee Review:

On 5/5/2025, the Human Resources & Insurance Committee voted unanimously to forward this item to the County Board for approval.

Fiscal impact:

None

Background and Discussion:

The proposed revisions to this policy reflect the addition of Child Extended Bereavement Leave, which is required pursuant to the Illinois Child Extended Bereavement Leave Act.

Staff Recommendation:

To approve the Revised Bereavement Leave Policy (Section 8.8 in the Kendall County Employee Handbook), effective July 1, 2025.

Attachments:

1. Revised Bereavement Leave Policy (Section 8.8 in the Kendall County Employee Handbook), effective July 1, 2025

Section 8.8	Bereavement Leave
<u>Effective Date:</u> 09/01/2022 <u>7/1/2025</u> <u>Last Amended Date:</u> <u>TBD</u>	<u>Source Doc/Dep.:</u> None/HR

Section 8.8 BEREAVEMENT LEAVE

A. BEREAVEMENT LEAVE FOR IMMEDIATE FAMILY MEMBER'S DEATH

Up to three (3) paid days per occurrence may be allowed for a death in the employee's immediate family. Immediate family is defined for the purposes of this section to be legal spouse, mother, father, child, brother, sister, grandmother, grandfather, spouse's relatives of the same degree of blood relationship and any blood relative who resides in the employee's home. These paid days are considered as bereavement days and not vacation/sick/personal days. If any additional time is needed, the time off may be taken from paid vacation/sick/personal days, with approval of the Executive. All bereavement leave requests shall be in writing and shall be submitted first to the employee's immediate supervisor for approval. If the request is approved, the employee should then forward the request and approval to the Designated HR Representative for recordkeeping purposes.

This bereavement leave policy is applicable to full-time and part-time employees working 20 hours per week or more.

B. FAMILY BEREAVEMENT LEAVE

Pursuant to the Illinois Family Bereavement Leave Act, eligible employees may use up to a maximum of ten (10) workdays of unpaid bereavement leave for certain qualifying reasons as set forth below in this policy.

Only those employees who are otherwise "eligible employees" as defined by the Family and Medical Leave Act (FMLA) may be eligible for family bereavement leave pursuant to this policy. Thus, to be eligible for Family Bereavement Leave, an employee must:

- (1) Have worked for the Employer for a total of 12 months; and
- (2) Have worked at least 1,250 hours over the previous 12 months immediately prior to the commencement of the family bereavement leave; and
- (3) Work at a site with 50 or more employees within a 75-mile radius.

An employee will *not* be eligible for family bereavement leave if the family bereavement leave exceeds the unpaid leave allowed under or is in addition to the unpaid leave time permitted by, the FMLA.

1. Definitions

For purposes of this policy, the following definitions apply:

- a. A “covered family member” means an employee’s child, stepchild, spouse, domestic partner, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, or stepparent.
- b. A “child” is defined as the employee’s biological, adopted, foster or stepchild, legal ward, or a child for whom the employee stood *in loco parentis*.
- c. A “domestic partner”, as the term is used with respect to an unmarried employee, includes: (1) the person recognized as the domestic partner of the employee under any domestic partnership or civil union law of a state or political subdivision of a state; or (2) an unmarried adult person who is in a committed personal relationship with the employee, who is not a domestic partner as described in subsection (1) of this definition or in such a relationship with any other person, and who is designated by the employee as that employee’s domestic partner.
- d. “Assisted reproduction” means a method of achieving a pregnancy through an artificial insemination or an embryo transfer and includes gamete and embryo donation. “Assisted reproduction” does *not* include any pregnancy achieved through sexual intercourse.

2. Qualifying Reasons for Family Bereavement Leave

An eligible employee may use family bereavement leave for any one or more of the following qualifying reasons:

- (1) to attend the funeral or alternative to a funeral of a covered family member;
- (2) to make arrangements necessitated by the death of a covered family member;
- (3) to grieve the death of the covered family member; or
- (4) to be absent from work due to any one or more of the following events that occurs to the eligible employee or the eligible employee’s spouse, domestic partner, or surrogate:
 - (a) A miscarriage;
 - (b) An unsuccessful round of intrauterine insemination or of an assisted reproductive technology procedure;
 - (c) a failed adoption match or an adoption that is not finalized because it is contested by another party;
 - (d) a failed surrogacy agreement;
 - (e) a diagnosis that negatively impacts pregnancy or fertility; or
 - (f) a stillbirth.

3. Requests for Family Bereavement Leave and Certification Requirements

An employee shall provide their immediate supervisor and the designated Human Resources Representative with at least 48 hours' advance notice of the employee's intention to take family bereavement leave, unless providing such notice is not reasonable and practicable.

An employee requesting family bereavement leave may be required to provide reasonable documentation to verify the need for family bereavement leave and such documentation may include the covered family member's death certificate, the covered family member's a published obituary, or written verification of the covered family member's death, burial or memorial services from a mortuary, funeral home, burial society, crematorium, religious institution, or government agency.

If an employee is requesting family bereavement leave due to qualifying reason #4 set forth in Section 2 of this policy, the employee may be required to provide reasonable documentation, which shall include a form to be published by the Illinois Department of Labor, to be filled out by a healthcare practitioner who has treated the employee or the employee's spouse or domestic partner, or surrogate. When requesting family bereavement leave for qualifying reason #4, the employee shall not be required to identify which specific category of event the leave pertains to as a condition of exercising their right to family bereavement leave for this purpose.

4. Use of Family Bereavement Leave

Eligible employees must complete their family bereavement leave within sixty (60) calendar days after the date on which the employee receives notice of the covered family member's death or the date on which an event listed under qualifying reason #4 of Section 2 of this policy occurs.

If an employee suffers the loss of more than one covered family member in a 12-month period, the employee may be eligible for up to a maximum of six (6) workweeks of unpaid family bereavement leave during that applicable 12-month period.

Approved family bereavement leave shall be unpaid unless the employee elects to apply their accrued, paid leave time (i.e., personal days, sick days, vacation days and/or their paid bereavement leave time) toward their family bereavement leave. Such election must be made by the employee prior to the employee's use of the family bereavement leave.

5. Retaliation Is Prohibited

Pursuant to the Family Bereavement Leave Act, retaliation against employees who exercise their rights or attempt to exercise their rights under the Family Bereavement Leave Act is strictly prohibited.

C. CHILD EXTENDED BEREAVEMENT LEAVE

Pursuant to the Illinois Child Extended Bereavement Leave Act, eligible employees are entitled to use up to twelve (12) workweeks of unpaid leave following the loss of their child by suicide or homicide. Eligible employees may take this child extended bereavement leave in a single continuous period or intermittently in increments of at least four (4) hours at a time.

Child extended bereavement leave under this section may be taken within one (1) year after the eligible employee notifies their designated Human Resources Representative of the loss of their child by suicide or homicide.

Employees must provide at least forty-eight (48) hours' advance notice of their intention to take child extended bereavement leave, unless such notice is unreasonable or impracticable under the circumstances. The employee's Executive and/or Designated Human Resources Representative may require the employee provide reasonable documentation to support the need for child extended bereavement leave, and such documentation may include a death certificate, published obituary, or written verification of death, burial or memorial services from a mortuary, funeral home, burial society, crematorium, religious institution, or government agency. The employee's Executive and/or Designated Human Resources Representative may require the documentation include the child's cause of death.



Kendall County Agenda Briefing

Meeting Type: County Board Meeting
Meeting Date: 5/20/2025
Subject: 2024-2025 National Pollution Discharge Elimination System Report
Prepared by: Matthew H. Asselmeier, AICP, CFM
Department: Planning, Building and Zoning

Action Requested:

Approval of Annual Facility Inspection Report for NPDES Permit for Stormwater Discharges from Separate Storm Sewer Systems (MS4); Filing Fee of \$1,000 to be Paid from Planning, Building and Zoning Department's NPDES Permit Fee Line Item (11001902- 63670)

Previous Board/Committee Review:

Committee of the Whole on May 15, 2025

Fiscal impact:

\$1,000 Permit Application Fee; Paid from PBZ Line Item 11001902-63670

Background and Discussion:

Kendall County is required to submit certain documents annually by June 1st as required by its NPDES Permit.

The 2025 Annual Report is similar to the 2024 Annual Report, reflecting various trainings and educational events that occurred during the reporting period.

There is a One Thousand Dollar (\$1,000) submittal fee, which has been unchanged for several years.

Staff Recommendation:

Approval

Attachments:

Proposed Annual Report



Illinois Environmental Protection Agency

Bureau of Water • 1021 N. Grand Avenue E. • P.O. Box 19276 • Springfield • Illinois • 62794-9276

Division of Water Pollution Control ANNUAL FACILITY INSPECTION REPORT

for NPDES Permit for Storm Water Discharges from Separate Storm Sewer Systems (MS4)

This fillable form may be completed online, a copy saved locally, printed and signed before it is submitted to the Compliance Assurance Section at the above address. Complete each section of this report.

Report Period: From March, 2024 To March, 2025

Permit No. ILR40 0261

MS4 OPERATOR INFORMATION: (As it appears on the current permit)

Name: Kendall County Mailing Address 1: 807 West John Street
Mailing Address 2: _____ County: Kendall
City: Yorkville State: IL Zip: 60560-9249 Telephone: 630-553-4139
Contact Person: Matthew Asselmeier, AICP, CFM, Director Email Address: masselmeier@kendallcountyil.gov
(Person responsible for Annual Report)

Name(s) of governmental entity(ies) in which MS4 is located: (As it appears on the current permit)

Kendall County

THE FOLLOWING ITEMS MUST BE ADDRESSED.

A. Changes to best management practices (check appropriate BMP change(s) and attach information regarding change(s) to BMP and measurable goals.)

- | | | | |
|--|--------------------------|---|--------------------------|
| 1. Public Education and Outreach | <input type="checkbox"/> | 4. Construction Site Runoff Control | <input type="checkbox"/> |
| 2. Public Participation/Involvement | <input type="checkbox"/> | 5. Post-Construction Runoff Control | <input type="checkbox"/> |
| 3. Illicit Discharge Detection & Elimination | <input type="checkbox"/> | 6. Pollution Prevention/Good Housekeeping | <input type="checkbox"/> |

B. Attach the status of compliance with permit conditions, an assessment of the appropriateness of your identified best management practices and progress towards achieving the statutory goal of reducing the discharge of pollutants to the MEP, and your identified measurable goals for each of the minimum control measures.

C. Attach results of information collected and analyzed, including monitoring data, if any during the reporting period.

D. Attach a summary of the storm water activities you plan to undertake during the next reporting cycle (including an implementation schedule.)

E. Attach notice that you are relying on another government entity to satisfy some of your permit obligations (if applicable).

F. Attach a list of construction projects that your entity has paid for during the reporting period.

Any person who knowingly makes a false, fictitious, or fraudulent material statement, orally or in writing, to the Illinois EPA commits a Class 4 felony. A second or subsequent offense after conviction is a Class 3 felony. (415 ILCS 5/44(h))

Owner Signature:

Matt Kellogg

Printed Name:

Date:

Kendall County Board Chairman

Title:

EMAIL COMPLETED FORM TO: epa.ms4annualinsp@illinois.gov

or Mail to: ILLINOIS ENVIRONMENTAL PROTECTION AGENCY
WATER POLLUTION CONTROL
COMPLIANCE ASSURANCE SECTION #19
1021 NORTH GRAND AVENUE EAST
POST OFFICE BOX 19276
SPRINGFIELD, ILLINOIS 62794-9276

IL 532 2585
WPC 691 Rev 6/10

This Agency is authorized to require this information under Section 4 and Title X of the Environmental Protection Act (415 ILCS 5/4, 5/39). Failure to disclose this information may result in: a civil penalty of not to exceed \$50,000 for the violation and an additional civil penalty of not to exceed \$10,000 for each day during which the violation continues (415 ILCS 5/42) and may also prevent this form from being processed and could result in your application being denied. This form has been approved by the Forms Management Center.

Illinois Environmental Protection Agency
ANNUAL FACILITY INSPECTION REPORT
for NPDES Permit for Storm Water Discharges from Separate Storm Sewer Systems (MS4)

Kendall County, Illinois (NPDES Permit No. ILR400261)
YEAR 4: March 2024-March 2025

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Part 1. Changes to Best Management Practices

There are no changes to the Best Management Practices in Year 4 (March 2024-March 2025) for the six minimum control measures as described in the Notice of Intent for Kendall County dated February 16, 2021.

Note: **X** indicates BMPs performed that were proposed for Year 4 in NOI

+ indicates BMPs performed that were not originally proposed for Year 4 in NOI

A. Public Education and Outreach	
X	A.1 Distributed Paper Material
X	A.2 Speaking Engagement
	A.3 Public Service Announcement
X	A.4 Community Event
	A.5 Classroom Education Material
X	A.6 Other Public Education
B. Public Participation/Involvement	
	B.1 Public Panel
	B.2 Educational Volunteer
X	B.3 Stakeholder Meeting
	B.4 Public Hearing
	B.5 Volunteer Monitoring
	B.6 Program Coordination
X	B.7 Other Public Involvement
C. Illicit Discharge Detection and Elimination	
X	C.1 Storm Sewer Map Preparation
	C.2 Regulatory Control Program
X	C.3 Detection/Elimination Prioritization Plan
X	C.4 Illicit Discharge Tracing Procedures
X	C.5 Illicit Source Removal Procedures
X	C.6 Program Evaluation and Assessment
X	C.7 Visual Dry Weather Screening
	C.8 Pollutant Field Testing
	C.9 Public Notification
	C.10 Other Illicit Discharge Controls

D. Construction Site Runoff Control	
X	D.1 Regulatory Control Program
X	D.2 Erosion and Sediment Control BMPs
X	D.3 Other Waste Control Programs
X	D.4 Site Plan Review Procedures
	D.5 Public Information Handling Procedures
X	D.6 Site Inspection/Enforcement Procedures
X	D.7 Other Construction Site Runoff Controls
E. Post-Construction Runoff Control	
	E.1 Community Control Strategy
	E.2 Regulatory Control Program
X	E.3 Long-Term O&M Procedures
	E.4 Pre-Construction Review of BMP Designs
X	E.5 Site Inspections During Construction
	E.6 Post-Construction Inspections
X	E.7 Other Post-Construction Runoff Controls
F. Pollution Prevention/Good Housekeeping	
X	F.1 Employee Training Program
	F.2 Inspection and Maintenance Program
	F.3 Municipal Operations Storm Water Control
X	F.4 Municipal Operation Waste Disposal
X	F.5 Flood Management/Assess Guidelines
X	F.6 Other Municipal Operations Controls

Part 2. Status of Compliance with Permit Conditions

(Provide the status of compliance with permit condition, an assessment of the appropriateness of your identified best management practices and progress towards achieving the statutory goal of reducing the discharge of pollutants to the maximum extent practicable [MEP], and your identified measurable goals for each of the minimum control measures.)

Kendall County submitted a Notice of Intent dated February 16, 2021, which initiated a new 5-year permit cycle. The BMPs listed in the 2021 NOI were selected to meet the requirements of the NPDES Phase II program and reduce nonpoint source pollution in Kendall County.

The status of BMPs and measurable goals performed in Year 4 (March 2024-March 2025) are described below.

A. Public Education and Outreach

A.1 Distributed Paper Material

Measurable Goals: 1) Track number of people requesting to see the County's Plan on an annual basis.

In an effort to reduce paper waste and accommodate the increasing preference for electronic documents, Kendall County provides the majority of its information through its official website. The website offers access to PDF versions of the Stormwater Management Program Plan, the Notice of Intent (NOI), and Annual Reports. It also features educational materials regarding sources of stormwater pollution and strategies for minimizing pollutant runoff. Additionally, the site includes links to resources from the EPA and other reputable organizations, covering topics such as the benefits of green infrastructure and rain gardens, as well as the impacts of climate change on water resources and the Midwest region.

A.2 Speaking Engagement

Measurable Goals: Number of annual presentations

The Kendall County Soil and Water Conservation District (SWCD) delivered a webinar presentation on the Illinois Urban Manual to the Illinois Association of Wastewater Agencies during their quarterly meeting at Starved Rock on July 12, 2024. Approximately 25 individuals attended. On January 22, 2025, Alyse Olson gave a presentation on the Dust Bowl and the role of SWCDs to the Sandwich Book Club at the Sandwich Library, with six attendees present.

On March 5, 2025, the District co-hosted its annual Pond Seminar with the Grundy County SWCD. Seth Love, a Fisheries Biologist with the Illinois Department of Natural Resources (IDNR), presented on pond management and maintenance. The event had approximately 20 attendees.

On March 6, 2025, the District hosted three events in celebration of Soil Health Week. The first was a virtual children's book reading of *Erosion: How Hugh Bennett Saved*

America's Soil and Ended the Dust Bowl, which had two attendees. The second was a virtual interview with two local landowners who have converted thousands of acres of agricultural land into conservation land over the past 37 years, attended by approximately 15 individuals. The third event was an educational workshop titled *Integrating Cover Crops into Your Crop Rotation*. Participants learned about the benefits of cover crops on agricultural land and received guidance on planting and managing them. The workshop also featured insights from three local farmers who shared their experiences using cover crops. This event had 17 attendees.

On March 20, 2025, the District hosted an educational workshop titled *The Solution is in the Land: The Need for Regenerative Agriculture*. Attendees will learn how to integrate sustainability into their farming operations through whole-system farm planning and the implementation of regenerative agriculture practices.

Greg Chismark, of WBK Engineering, presented at the Kendall County Highway Commissioners meeting on *Good Housekeeping* on April 22, 2024. This effort included all six of the best management practices with Public Outreach and Good Housekeeping Training as primary objectives. Anthony Bryant presented to the Homeowners Associations on *Best Practices to Maintain Stormwater Infrastructure* on November 14, 2024.

A.4 Community Event

Measurable Goals: Increased interest and attendance in annual workshops/seminars.

The Kendall County Soil and Water Conservation District (SWCD) hosted its annual used oil drop-off recycling event on June 15, 2024, collecting 420 gallons of used oil, 70 gallons of used antifreeze, and approximately 25 used oil filters, all of which were recycled by the Illinois Recovery Group. On April 20, 2024, the SWCD partnered with Kendall County 4-H for a tree planting event at the Oswegoland Park District's Bluegrass West site, where 25 oak trees were planted with the help of approximately 30 volunteers. On May 2 and May 8, 2024, the SWCD held its annual Natural Resources Tour for 4th and 5th grade students, featuring outdoor learning stations focused on topics such as watersheds, stormwater runoff, and pollution; the event drew approximately 303 students. The County also offers cover crop seeds for home gardens year-round, available for purchase by the pound at County offices, with approximately 22 pounds sold between April 1, 2024, and the present. In addition, the SWCD administers the Partners for Conservation program, which assists landowners in implementing conservation practices; during this reporting period, three practices were installed, including one rain garden, one cover crop planting, and one grassed waterway.

A.6 Other Public Involvement

Measurable Goals: Inquiries to linked websites and annual increase in hits to website.

Kendall County tracks the number of views the County website receives annually. In Year 4, the NPDES documents received 90 page views, Groundwater information received 245 views and Stormwater received 753 views.

B. Public Participation/Involvement

B.3 Stakeholder Meetings

Measurable Goals: Hold an annual public meeting to establish a positive dialog.

The Kendall County Stormwater Management Oversight Committee held an annual public meeting on October 10, 2024, at 4:00pm in Yorkville, IL. The meeting was held to receive public input regarding stormwater management related regulations and enforcement and to discuss proposed changes to the Kendall County Stormwater Management Ordinance.

At the meeting, 8 of the 10 committee members were present. Also in attendance were Matt Asselmeier, Jim Webb, Christina Burns, Greg Chismark, and Cliff Fox.

B.7 Other Public Involvement

Measurable Goals: Inquiries to linked websites and annual increase in hits to website.

Kendall County tracks the number of views the County website receives annually. In Year 4, the NPDES documents received 90 page views, Groundwater information received 245 views, and Stormwater received 753 views.

In addition, Kendall County contributed to the EPA WaterSense partnership in 2024.

C. Illicit Discharge Detection and Elimination

C.1 Storm Sewer Map Preparation

Measurable Goals: Review storm sewer mapping annually.

In Year 4, there were no updates or changes made in the Counties GIS Stormwater Permit layer.

C.3 Detection/Elimination Prioritization Plan

Measurable Goals: Track the number of illicit dischargers discovered and track removal process.

Kendall County continues to work with the Health Department on an Illicit Discharge Detection and Elimination program to identify, trace, and remove illicit discharges and non-stormwater discharges that are significant polluters of the County's MS-4.

There were no illicit discharge investigations during Year 4.

The Highway Department performs stormwater-related inspections as necessary throughout the County as they relate to road maintenance.

C.4 Illicit Discharge Tracing Procedures

Measurable Goals: Track number of illicit discharges discovered and track removal process annually.

Kendall County continues to work with the Health Department on an Illicit Discharge Detection and Elimination program to identify, trace, and remove illicit discharges and non-stormwater discharges that are significant polluters of the County's MS-4.

There were no illicit discharge investigations during Year 4.

The County includes an Outfall Inspection Procedure Flow Chart in its Stormwater Management Program Plan to assist with the detection and tracing of discharges. Additionally, an Indirect Illicit Discharge Tracking Form is provided in Appendix 5.6 of the Plan for use by County personnel in documenting and addressing potential illicit discharges.

C.5 Illicit Source Removal Procedures

Track the number of illicit dischargers discovered and track removal process.

Kendall County continues to work with the Health Department on an Illicit Discharge Detection and Elimination program to identify, trace, and remove illicit discharges and non-stormwater discharges that are significant polluters of the County's MS-4.

There were no illicit discharge investigations during Year 4.

The County has an 8-step protocol in place for ensuring the removal of illicit discharges. This protocol is explained under Section 3.3.D.3 of the Kendall County Stormwater Management Program Plan.

C.6 Program Evaluation and Assessment

Measurable Goals: Annual evaluation surveys.

Kendall County sent out an annual evaluation survey to all 9 townships within the County in Year 4 to get input on how they can continue to prevent stormwater pollution. Seven townships completed the survey. The survey results are included at the end of this report in Appendix 1.

C.7 Visual Dry Weather Screening

Measurable Goals: Track the number of illicit dischargers discovered and track removal process.

Kendall County continues to work on an Illicit Discharge Detection and Elimination program to identify, trace, and remove illicit discharges and non-stormwater discharges that are significant polluters of the County's MS-4.

There were no illicit discharge investigations during Year 4.

The County has a Stormwater Outfall Inspection Data Form available in Appendix 5.3 of the Kendall County Stormwater Management Program Plan for use by County personnel.

D. Construction Site Runoff Control

D. 1 Regulatory Control Program

Measurable Goals: Implementation of the Kendall County Stormwater Ordinance.

In Year 4, there were no updates to the Kendall County Stormwater Ordinance. Kendall County continues to implement and comply with the Kendall County Stormwater Ordinance. There was one Variance created to the Kendall County Stormwater Management Ordinance for the property identified by parcel identification numbers #01-25-400-009, 01-36-200-022, and 01-36-200-025, located at 4845 Eldamain Road in Little Rock Township.

The Ordinance was codified and published by CivicPlus, LLC and adopted by the Kendall County Board on September 17, 2024.

Kendall County has been working with a review consultant since 2008 who continues to provide stormwater, engineering, wetland, and Soil Erosion and Sediment Control (SESC) review for proposed developments. The consultant conducted SESC inspections for O'Brien Road, Go Pro, Semper Fi-Always Faithful Properties, Arbeen Landscaping, 1520 N. Cannonball (YMCA), 7789 Route 47, 8150 Schlapp, Yorkville Watermain and Eldamain Road North Water Loop, during the past reporting period on behalf of Kendall County. The table below provides a breakdown of the projects and the number of SESC inspections completed by the consultant in Year 4.

Construction Project	Date SESC Inspections Started	Ongoing Project or Project Completed	# of Inspections Completed in Year 4
O'Brien Road	October 2023	Ongoing	4 inspections
Go Pro	May 2022	Ongoing	4 inspections
Semper Fi -Always Faithful Properties, LLC (10744 Route 47)	April 2024	Ongoing	5 inspections
Arbeen Landscaping	July 2024	Ongoing	4 inspections
1520 N Cannonball (YMCA)	August 2024	Ongoing	4 inspections
7789 Route 47	October 2024	Ongoing	3 inspections
8150 Schlapp (Sieder)	February 2024	Ongoing	2 inspections
Yorkville Water Main	March 2024	Ongoing	1 inspection
Eldamain Road North Water Loop	March 2025	Ongoing	1 inspection

D.2 Erosion and Sediment Control BMPs

Measurable Goals: Adoption of County ordinance amendments as developed.

The County outlines the Soil Erosion and Sediment Control requirements for construction sites in Article 3 of the Kendall County Stormwater Management Ordinance.

In Year 4, there were no updates to the Soil Erosion and Sediment Control requirements.

D.3 Other Waste Control Program

Measurable Goals: Adoption of County ordinance amendments as developed.

No amendments to the waste control program were developed because none were needed this year.

D.4 Site Plan Review Procedures

Measurable Goals: Adoption of ordinance amendments as developed.

All construction projects are required to have a Soil Erosion and Sediment Control Plan in place prior to construction as stated in Sec. 16-108 of the Ordinance. The SESC Plan must be prepared in accordance with the requirements of the Ordinance as well as the standards and specifications contained in the most recent Illinois Urban Manual.

No amendments to the Site Plan Review Procedures were developed because none were needed this year.

D.6 Site Inspection/Enforcement Procedures

Measurable Goals: Review enforceable procedures for construction site inspections and update as necessary.

Construction site inspections are enforced under Sec. 16-110 of the Kendall County Stormwater Management Ordinance.

If a site is not in compliance with the Ordinance, the property owner has 7 days to correct the issue. If the issue is not corrected in that time frame, a Stop-Work Order will be issued, and the permit may be revoked.

The County will continue working with a consultant who will conduct SESC inspections at Kendall County constructions sites. The County will also continue to work with the Kendall County Soil & Water Conservation District to conduct stormwater inspections as needed.

D.7 Other Construction Site Runoff Controls

Measurable Goals: Soil Erosion and Sediment Control (SESC) inspections will be monitored and filed until final site acceptance by Kendall County.

Kendall County evaluates their Construction Site Runoff Control Program by monitoring and recording Construction Site Runoff Control compliance.

The County will continue working with a consultant who will conduct SESC inspections at Kendall County construction sites. The County will also continue to work with the Kendall County Soil & Water Conservation District to conduct stormwater inspections as needed.

E. Post-Construction Runoff Control

E.3 Long Term O&M Procedures

Measurable Goals: Review Kendall County Stormwater Management Ordinance and update and necessary.

Kendall County continues to monitor and enforce long-term maintenance requirements of the Kendall County Stormwater Management Ordinance. No revisions were made in the past year.

E.5 Site Inspections During Construction

Measurable Goals: Implementing ordinance amendments, as necessary.

Kendall County continues to monitor and enforce soil erosion and sediment control requirements of the Kendall County Stormwater Management Ordinance under Sec. 16-110. No amendments were developed in the past year.

Kendall County will update the Kendall County Stormwater Management Ordinance to include enforcement procedures as necessary.

The County will continue working with a consultant who will conduct SESC inspections at Kendall County constructions sites until final stabilization is achieved.

E.7 Other Post-Construction Runoff Controls

Measurable Goals: Collaborate with other MS-4's in Kendall County and stakeholders, including the Kendall County Soil and Water Conservation District, to evaluate relevant flood control techniques to determine the potential effects due climate change.

The County will continue to provide an evaluation survey to get feedback about County programs. The County has also updated to its Disaster Mitigation Plan to reflect the most recent and up to date flood control techniques during this reporting period.

F. Pollution Prevention/Good Housekeeping

F.1 Employee Training Program

Measurable Goals: Increased participation at workshops.

Kendall County provides links on the County website to EPA's websites about green infrastructure and climate change. They also have EPA information posted on the County website about NPDES and clean water. This information is available to County staff, townships, and the public. The Kendall County SWCD has developed a variety of training materials which include presentations related to erosion and sediment control, best management practices, and associated regulations. These materials can be requested from the SWCD as needed.

Kendall County's Director of Planning, Building, and Zoning and other county employees participated in several training workshops regarding floodplain management, Ordinance regulation, and NPDES methodology which were hosted by state agencies and private consultants throughout the year. Certifications are included in Appendix 2.

F.4 Municipal Operation Waste Disposal

Measurable Goals: Minimize the impact of County operations on stormwater runoff.

Kendall County continues to collect litter and track the amount of material collected. Kendall County collected 8.39 tons of garbage from within County Right-of-Way in Year 4. Kendall County continues to minimize the discharge of pollutants from vehicle washing by treating the wash water by collection in a sediment basin or using an inlet filter prior to discharge. The County continues to store building materials, building products, construction waste, trash, landscape materials, fertilizers, pesticides, herbicides, chemical storage tanks, deicing materials, detergents, and other materials to guard against exposure to precipitation and stormwater.

F.5 Flood Management/Assess Guidelines

Measurable Goals: Incorporate revised floodplain guidelines and DFIRMs by reference as necessary.

Kendall County's Director of Planning, Building, and Zoning, is a Certified Floodplain Manager. This certification will continue to help the County reach its goals listed in the Ordinance by providing the Director with the knowledge to assess and deal with the issues of flooding and its damaging effects.

Kendall County did not revise the Kendall County Stormwater Management Ordinance to incorporate more floodplain guidelines and DFIRMs by reference in Year 4.

F.6 Other Municipal Operations Controls

Measurable Goals: Evaluation of programs as necessary.

Kendall County sent out an annual evaluation survey to all 9 townships within the County in Year 4 to get input on how they can continue to prevent stormwater pollution. Seven townships completed the survey. The survey results are included at the end of this report in Appendix 1.

Part 3. Information and Data Collection Results

(Provide information and water quality sampling/monitoring data related to illicit discharge detection and elimination collected during the reporting period.)

There were no illicit discharge investigations during Year 4.

Part 4. Summary of Next Reporting Period Stormwater Activities

(Present a summary of the storm water activities you plan to undertake during the next reporting cycle, including and implementation schedule in the sections following the table.)

The table shown below summarizes the BMPs committed to for Year 5 of the NOI (March 2025-March 2026). Specific BMPs and measurable goals for Year 5 program development activities are presented in the sections following the table.

Note: **X** indicates BMPs committed to for Year 5 in NOI

A. Public Education and Outreach	
X	A.1 Distributed Paper Material
X	A.2 Speaking Engagement
	A.3 Public Service Announcement
X	A.4 Community Event
	A.5 Classroom Education Material
X	A.6 Other Public Education
B. Public Participation/Involvement	
	B.1 Public Panel
	B.2 Educational Volunteer
X	B.3 Stakeholder Meeting
	B.4 Public Hearing
	B.5 Volunteer Monitoring
	B.6 Program Coordination
X	B.7 Other Public Involvement
C. Illicit Discharge Detection and Elimination	
X	C.1 Storm Sewer Map Preparation
	C.2 Regulatory Control Program
X	C.3 Detection/Elimination Prioritization Plan
X	C.4 Illicit Discharge Tracing Procedures
X	C.5 Illicit Source Removal Procedures
X	C.6 Program Evaluation and Assessment
X	C.7 Visual Dry Weather Screening
	C.8 Pollutant Field Testing
	C.9 Public Notification
	C.10 Other Illicit Discharge Controls

D. Construction Site Runoff Control	
X	D.1 Regulatory Control Program
X	D.2 Erosion and Sediment Control BMPs
X	D.3 Other Waste Control Programs
X	D.4 Site Plan Review Procedures
	D.5 Public Information Handling Procedures
X	D.6 Site Inspection/Enforcement Procedures
X	D.7 Other Construction Site Runoff Controls
E. Post-Construction Runoff Control	
	E.1 Community Control Strategy
	E.2 Regulatory Control Program
X	E.3 Long-Term O&M Procedures
	E.4 Pre-Construction Review of BMP Designs
X	E.5 Site Inspections During Construction
	E.6 Post-Construction Inspections
X	E.7 Other Post-Construction Runoff Controls
F. Pollution Prevention/Good Housekeeping	
X	F.1 Employee Training Program
	F.2 Inspection and Maintenance Program
	F.3 Municipal Operations Storm Water Control
X	F.4 Municipal Operation Waste Disposal
X	F.5 Flood Management/Assess Guidelines
X	F.6 Other Municipal Operations Controls

A. Public Education and Outreach

A.1 Distributed Paper Material

Measurable Goals: Track number of people requesting to see the County's Plan on an annual basis.

Kendall County will maintain educational links on their website providing information on what residents can do to minimize and reduce stormwater runoff pollution, the benefits of green infrastructure and rain gardens, and the impacts of climate change. The County will add the Year 5 NPDES Annual Report and keep the new NOI posted on their website for public viewing. The County will track the number of people requesting and viewing the Stormwater Management Program Plan, the NOI, and Annual Reports in Year 5.

A.2 Speaking Engagement

Measurable Goals: Number of annual presentations.

The County will continue to work with the Kendall County Health Department and the Kendall County Soil and Water Conservation District to increase the number of presentations on BMPs.

A.4 Community Event

Measurable Goals: Increased interest and attendance in annual workshops/seminars.

Kendall County will work with the Kendall County Soil and Water Conservation (SWCD), the Forest Preserve District, and other County departments to co-sponsor workshops and seminars.

Kendall County is working on developing the Comprehensive Plan Update that will include several workshops and open houses open to the public during the next reporting year.

A.6 Other Public Education

Measurable Goals: Inquiries to linked websites on annual increase in hits to website.

Kendall County will maintain the current links on their website and track the number of views on the Kendall County NPDES webpage.

B. Public Participation/Involvement

B.3 Stakeholder Meetings

Measurable Goals: Hold an annual public meeting to establish positive dialogue.

The County is currently making an effort to establish a dialogue with local communities in the County to coordinate stormwater management efforts. Kendall County has completed the Stormwater Management Program Plan and will continue to maintain adherence to the plan. The County will hold an annual public meeting to provide input into the MS4 program and will comply with State and local public notice requirements when implementing public participation and involvement activities. The County will work to identify any environmental justice areas and include the public participation in

these issues.

B.7 Other Public Involvement

Measurable Goals: Inquiries to linked websites and annual increase in hits to website.

The County will place new links and maintain current links on their website to the websites of local watershed committees and conservation groups to further promote public education. The County will track the number of views on the NPDES website and related links.

C. Illicit Discharge Detection and Elimination

C.1 Storm Sewer Map Preparation

Measurable Goals: Review storm sewer mapping annually.

Kendall County will continue field-verifying locations of features in Year 5 and maintain mapping layer of storm sewer systems in GIS.

C.3 Detection/Elimination Prioritization Plan

Measurable Goals: Track number of illicit dischargers discovered and track removal process.

Kendall County will work with the Kendall County Health Department, the Kendall County Highway Department, and the townships to address illicit discharges and identify, trace, and remove illicit discharges and non-stormwater discharges that are significant polluters of the County's MS-4.

C.4 Illicit Discharge Tracing Procedures

Measurable Goals: Track number of illicit dischargers discovered and track removal process annually.

Kendall County will address, identify, trace, and remove illicit discharges and non-stormwater discharges that are significant polluters of the County's MS-4. The County will perform dry and wet weather monitoring as necessary.

C.5 Illicit Source Removal Procedures

Measurable Goals: Track number of illicit dischargers discovered and track removal process.

Kendall County will address, identify, trace, and remove illicit discharges and non-stormwater discharges that are significant polluters of the County's MS-4. The County will issue notices to source of illicit discharge discovered under the tracing process for removal of discharge under the Kendall County Stormwater Management Ordinance with compliance dates.

C.6 Program Evaluation and Assessment

Measurable Goals: Annual evaluation surveys.

Kendall County will evaluate their Illicit Discharge Detection and Elimination Program by having participants fill out an evaluation for using a tool such as Survey Monkey TM.

C.7 Visual Dry Weather Screening

Measurable Goals: Track the number of illicit dischargers discovered and track removal process.

Kendall County will identify, trace, and remove illicit discharges and non-stormwater discharges that are significant polluters of the County's MS-4. Kendall County will do periodic visual monitoring of outfalls during dry weather to determine non-stormwater discharges and their significance.

D. Construction Site Runoff Control

D.1 Regulatory Control Program

Measurable Goals: Implementation of the Kendall County Stormwater Ordinance.

Kendall County's Stormwater Management Ordinance includes revised regulations for stormwater management, plan reviews, and long-term maintenance. The County will continue implementation and compliance with the Stormwater Ordinance.

D.2 Erosion and Sediment Control BMPs

Measurable Goals: Adoption of ordinance amendments as developed.

Although the County currently has a Soil Erosion and Sediment Control (SESC) requirement within the Kendall County Stormwater Management Ordinance, the ordinance will be updated to incorporate additional BMPs and revisions to the Illinois Urban Manual as necessary.

D.3 Other Waste Control Program

Measurable Goals: Adoption of ordinance amendments as developed.

Although the County currently has a Soil Erosion and Sediment Control (SESC) requirement within the Kendall County Stormwater Management Ordinance, the ordinance will be updated to include regulations for waste control on construction sites as necessary.

D.4 Site Plan Review Procedures

Measurable Goals: Adoption of ordinance amendments as developed.

Although the County currently has a Soil Erosion and Sediment Control (SESC) requirement within the Kendall County Stormwater Management Ordinance, the ordinance will be updated to include enforcement procedures and a site inspection checklist as necessary.

D.6 Site Inspection/Enforcement Procedures

Measurable Goals: Review enforceable procedures for construction site inspections and update as necessary.

Although the County currently has a Soil Erosion and Sediment Control (SESC) requirement within the Kendall County Stormwater Management Ordinance, the ordinance will be updated to include revised enforcement procedures and a site inspection checklist as necessary.

D.7 Other Construction Site Runoff Controls

Measurable Goals: Soil Erosion and Sediment Control (SESC) inspections will be monitored and filed until final site acceptance by Kendall County.

Kendall County will document and enforce SESC requirements in the Kendall County Stormwater Management Ordinance.

The County will continue working with a consultant who will conduct SESC inspections at Kendall County construction sites. The County will also continue to work with the Kendall County Soil & Water Conservation District to conduct stormwater inspections.

E. Post-Construction Runoff Control

E.3 Long-Term O&M Procedures

Measurable Goals: Review Kendall County Stormwater Management Ordinance and update as necessary.

The Kendall County Stormwater Management Ordinance will include revised regulations for long-term maintenance that will be updated as necessary. The County will monitor and enforce long term maintenance requirements of the Kendall County Stormwater Management Ordinance.

E.5 Site Inspections During Construction

Measurable Goals: Implementing ordinance amendments, as necessary.

Although the County currently has a Soil Erosion and Sediment Control (SESC) requirement within the Kendall County Stormwater Management Ordinance, the ordinance will be updated to include revised enforcement procedures and a site inspection checklist, as necessary.

The County will continue working with a consultant who will conduct SESC inspections at Kendall County constructions sites until final stabilization is achieved.

E.7 Other Post-Construction Runoff Controls

Measurable Goals: The County will evaluate relevant flood control techniques to determine the potential effects due to climate change.

Kendall County will collaborate with other MS4's in Kendall County and stakeholders, including the Kendall County Soil and Water Conservation District, to evaluate relevant flood control techniques to determine the potential effects due to climate change. In

Year 5, the County will begin implementing strategies created by the collaboration effort.

F. Pollution Prevention/Good Housekeeping

F.1 Employee Training Program

Measurable Goals: Increased participation at workshops.

The Health, PBZ, SWCD, and Highway Department personnel will participate in annual training programs, as available funding and opportunities allow. Training for County Staff and contractors on methods to prevent and reduce discharge of pollutants to the maximum extent practicable will be offered, as necessary. Training materials will be available to County Staff from the EPA and the State regarding prevention and reduction of stormwater pollution from activities such as park and open space maintenance, fleet and building maintenance and de-icing practices. In addition, training materials that explain how flood management projects impact water quality, non-point source pollution control, green infrastructure controls, and aquatic habitat will be made available to employees upon request by employees.

F.4 Municipal Operation Waste Disposal

Measurable Goals: Minimize the impact of County operations on stormwater run-off.

In order to minimize the impact of County operations on stormwater run-off, the following actions will be taken:

- The Highway Department will continue to collect litter from County highways and track the amount of material collected and disposed.
- The County will minimize discharge of pollutants from County owned vehicle washing by treating the wash water by collection in a sediment basin or using an inlet filter prior to discharge.
- The County will properly store County-owned building materials, building products, construction waste, trash, landscape materials, fertilizers, pesticides, herbicides, chemical storage tanks, deicing materials, detergents, and other materials to guard against exposure to precipitation and stormwater.
- The County has procedures in place to respond to spills and leaks to prevent exposure to stormwater infrastructure on County-owned property.
- The County will perform inspections to maintain the integrity of the County owned stormwater systems.
- The County will continue to store deicing material in the permanent Kendall County Highway Department salt storage facility.

F.5 Flood Management/Assess Guidelines

Measurable Goals: Incorporate revised floodplain guidelines and DFIRMS by reference, as necessary.

Kendall County will incorporate the revised floodplain guidelines and DFIRMS from FEMA in the Kendall County Stormwater Management Ordinance to assist with flood related

issues, as necessary.

F.6 Other Municipal Operations Controls

Measurable Goals: Evaluation of program as necessary.

Kendall County will continue to evaluate their Pollution Prevention/Good Housekeeping program, as necessary.

Part 5. Notice of Qualifying Local Program

Kendall County does not rely on any other government entity to satisfy permit obligations.

Part 6. Construction Projects Conducted During Year 4

(Provide a list of construction projects your entity has paid for during the reporting period)

Construction Project	Description
O'Brien Road	Private Residence landscaping installation Section No. 19-00153-00-BR
Go Pro	General grading, and baseball practice facility and detention basin, parking lot installation. Section No. 19-00149-00-PW
Semper Fi -Always Faithful Properties, LLC (10744 Route 47)	Landscaping facility, detention basin installation, general site grades, paved parking and entry. Section No. 19-00152-00-TL
Arbeen Landscaping	Detention basin installation with storm sewer installation general grading. Section No. 19-00154-00-FP
1520 N Cannonball (YMCA)	Sports facility installation, dentation basin installation, Drainage swell installation with several storm structures. Section No. 20-00159-00-TL
7789 Route 47	Paved parking lot new building installation. Section No. 21-00163-00-TL
8150 Schlapp (Sieder)	Private residence Landscaping installation. Section No. 21-00164-00-TL
Yorkville Water Main	Water main installation with Blackberry creek crossing. Section No. 22-00169-00-TL
Eldamain Road North Water Loop	Water Main installation and Roy Creek crossing. Section No. 23-00000-00-GM

APPENDIX 1

2024 NPDES ANNUAL EVALUATION SURVEY RESPONSES

NPDES Annual Evaluation Survey Questions
Kendall County

Public Education and Outreach

1. What topics are you interested in learning more about that the County could provide information on for the public? Please rank the following list from 1 to 3 with 1 being most interested and 3 being least interested.
 - A. How to properly store and dispose of common household products such as fuel, oil, paint, etc. 1 (Seward, Oswego, Kendall, and Fox) 3 (Bristol, Lisbon, and Little Rock)
 - B. How to incorporate green infrastructure such as rain gardens, rain barrels, or permeable pavement onto my property to improve rainwater runoff. 3 (Seward and Fox) 1 (Bristol) 2 (Oswego, Lisbon, Kendall, and Little Rock)
 - C. How to compost to reduce the amount of waste my household generates. 1 (Lisbon and Little Rock) 2 (Seward, Bristol, and Fox) 3 (Oswego and Kendall)
2. Do you utilize the stormwater information listed on the County's website at <https://www.kendallcountyil.gov/departments/planning-building-zoning/npdes?>
 - A. Yes 2 (Seward and Kendall)
 - B. No 5 (Bristol, Oswego, Lisbon, Fox, and Little Rock)
3. Do you find the stormwater information listed on the County's website helpful?
 - A. Yes 2 (Seward and Kendall)
 - B. No
 - C. Do not utilize information on County Website 5 (Bristol, Oswego, Lisbon, Fox, and Little Rock)
4. Do you feel the quality of surface water (rivers, streams, lakes, ponds, etc.) is important to the people that live in your Township?
 - A. Yes 5 (Seward, Bristol, Oswego, Kendall, and Little Rock)
 - B. No 2 (Lisbon and Fox)
5. Do you feel protecting the quality of surface water (rivers, streams, lakes, ponds, etc.) is an important element of your agency's work and responsibility?
 - A. Yes 5 (Seward, Bristol, Oswego, Kendall, and Little Rock)
 - B. No 1 (Lisbon)
 - C. Kind Of 1 (Fox)

Public Participation/Involvement

1. Do you think the County offers enough volunteer opportunities for members of the community?
 - A. Yes 2 (Kendall and Fox)
 - B. No

- C. Not familiar with County volunteer opportunities 5 (Seward, Bristol, Oswego, Lisbon, and Little Rock)
2. Do you utilize the volunteer opportunities information listed on the County's website at <https://www.kendallcountyil.gov/departments/administration-services/volunteer-opportunities>?
 - A. Yes 1 (Kendall)
 - B. No 5 (Bristol, Oswego, Lisbon, Fox, and Little Rock)
 - C. No Response 1 (Seward)
 3. Do you find the volunteer opportunities information listed on the County's website helpful?
 - A. Yes 2 (Kendall and Fox)
 - B. No
 - C. Not familiar with County volunteer opportunities 4 (Bristol, Oswego, Lisbon, and Little Rock)
 - D. No Response 1 (Seward)
 4. What volunteer opportunities would you be interested in in participating in in the future? Please rank the following list from 1 to 3 with 1 being most interested and 3 being least interested.
 - A. River clean-up 1 (Bristol and Oswego) 2 (Little Rock) 3 (Lisbon, Kendall, and Fox)
 - B. Electronic recycling 1 (Lisbon, Kendall, Fox, and Little Rock) 2 (Bristol and Oswego)
 - C. Household waste (fuel, oil, paint, etc.) recycling 2 (Lisbon, Kendall, and Fox) 3 (Bristol, Oswego, and Little Rock)
 - D. No Response 1 (Seward)

Illicit Discharge Detection & Elimination

1. If an illicit discharge is identified by a Township staff member or reported to the Township office, do you work with the County to get it removed?
 - A. Yes 1*(Little Rock)
 - B. No
 - C. Have not identified illicit discharge. 6 (Bristol, Oswego, Lisbon, Kendall, Fox, and Little Rock*)
 - D. No Response 1 (Seward)
2. Do you feel the County is doing a sufficient job in identifying, tracking, and removing illicit discharges and non-stormwater discharges that are significant polluters within the County?
 - A. Yes
 - B. No

- C. There have not been illicit discharges identified within my Township.
6 (Bristol, Oswego, Lisbon, Kendall, Fox, and Little Rock)
 - D. No Response 1 (Seward)
3. What can the County do to better identify and track illicit discharges?
- A. Perform more visual inspections at outfalls throughout the County.
 - B. Once an illicit discharge is identified perform more grab samples downstream of the location. 1 (Kendall)
 - C. Both of the above. 3 (Oswego, Lisbon, and Fox)
 - D. None of the above. 1 (Bristol)
 - E. Other:
My concern now is as it was last is to keep Ausable Creek Clear. They are not doing a good job of that at Forest Preserve Area (Seward)
Don't Know (Little Rock)

Construction and Post-Construction Runoff Control

1. Do you feel that the County does an adequate job inspecting soil erosion and sediment control on construction sites within your township?
- A. Yes 5 (Bristol, Oswego, Kendall, Fox, and Little Rock)
 - B. No 2 (Seward and Lisbon)
 - C. There have not been construction projects within my Township during the past year.
2. What can the County do to better monitor soil erosion and sediment control issues on construction sites?

Make sure they have in place. (Seward)

Existing permitting process seems to be well administered. Spot checks during other inspection processes might ensure compliance. (Kendall)

Nothing (Little Rock)

N/A (Bristol, Oswego, Lisbon, and Fox)

Pollution Prevention/Good Housekeeping

1. Do you have a clear understanding of “Good Housekeeping” under the NPDES regulation?
- A. Yes 3 (Seward, Bristol, and Kendall)
 - B. No 4 (Oswego, Lisbon, Fox, and Little Rock)
2. Do you feel you have adequate resources for training of your staff members to keep them informed on stormwater pollution prevention practices?
- A. Yes 4 (Seward, Bristol, Oswego, and Kendall)
 - B. No 2 (Lisbon and Little Rock)
- Unsure 1 (Fox)
- If No, what resources would you like to have available?
- None Available (Lisbon)

Not Aware of Resource (Little Rock)

3. Was the County sponsored presentation/training that was offered in 2024 on good housekeeping useful?
 - A. Yes 2 (Seward and Bristol)
 - B. No
 - C. Did Not Attend the Training 5 (Oswego, Lisbon, Kendall, Fox, and Little Rock)
4. Is there value in repeating good housekeeping training?
 - A. Yes 4 (Seward, Oswego, Kendall, and Fox)
 - B. No 3 (Bristol, Lisbon, and Little Rock)
5. Do you feel the County is taking necessary measures to mitigate flooding throughout the County?
 - A. Yes 5 (Bristol, Oswego, Kendall, Fox, and Little Rock)
 - B. No 2 (Seward and Lisbon)

General comments or questions regarding Stormwater Management and/or NPDES requirements:

Attend training at County Highway; Probably good to repeat training because people get forgetful; Keeping creeks clear is important; Keep Ausable creek cleared is important. A lot of downed trees slows water flow (example) Forest Preserve Area. Seward Township is very flat on west side. (Seward)

Recent heavy rains have shown field residue to be an ongoing and increasing issue – with less tillage practices becoming more prevalent. Additional education and awareness of how to mitigate that would be beneficial. (Kendall)

Township: _

Seward (Scott Cryder)

Bristol

Oswego

Lisbon

Kendall

Fox (Randy Seggebruch)

Little Rock (JoAnn Gryder and Dick Wade)

APPENDIX 2

CONTINUING EDUCATION CERTIFICATES

Association of State Floodplain Managers

8301 Excelsior Drive
Madison, WI 53717

CONTINUING EDUCATION CREDIT TRANSCRIPT

CERTIFIED FLOODPLAIN MANAGER

Matthew H. Asselmeier

(630) 553-4139



DATE EARNED	EXPIRATION DATE	HOURS	TYPE	PROVIDER	VERIFIED	NOTES
12/18/2024		1.00	Virtual Learning (with learning check)	Federal Other	True	web-CRS
11/27/2024		1.00	Virtual Learning (with learning check)	Federal Other	True	web-Natural Beneficial Functions
9/25/2024		1.00	Virtual Learning (with learning check)	Federal Other	True	web-Accessory & Agricultural Structures
9/18/2024	7/31/2026	1.00	Virtual Learning (with learning check)	ASFPM	True	PIE Webinar 9.18.24 The Role of Community Foundations in Hazard Mitigation
8/28/2024		1.00	Virtual Learning (with learning check)	Federal Other	True	web-Region 5 Resolving Potential Violations
6/26/2024		1.00	Virtual Learning (with learning check)	Federal Other	True	web-FEMA Reg. 5 Higher Standards
5/29/2024	7/31/2024	1.00	Virtual Learning (with learning check)	Federal Other	True	web-FEMA Region 5
4/24/2024	7/31/2024	1.00	Virtual Learning (with learning check)	Federal Other	True	web-Substantial Damage
3/27/2024	7/31/2024	1.00	Virtual Learning (with learning check)	Federal Other	True	web-NFIP Compliance



Certificate of Appreciation

WaterSense thanks

Kendall County

for reporting how you contributed to the success of WaterSense in 2024.

Your partnership with WaterSense demonstrates your commitment
to water efficiency and your community.

We are all stronger when we work together.



Veronica Blette, Branch Chief, EPA's WaterSense Program

Certificate of Attendance

This is to certify the attendance of:

Matthew Asselmeier

At the training course:

**Planning Information Exchange // The Role of Community Foundations in
Disaster Mitigation**

9/18/2024

1 CEC for CFMs, 1 CM for AICPs



Chad Berginnis, Executive Director



Kevin Currie, Training Coordinator



Illinois Association for Floodplain and Stormwater Management

Certificate of Training

Matthew Assemeier
has satisfactorily completed training during the

2025 IAFSM Annual Conference

Conducted by
The Illinois Association for Floodplain and Stormwater Management

Location: Tinley Park, Illinois
Date: March 11th and 12th, 2025

PDH Credits: 12.5
CEC Credits: 10.5


Diane Bouckaert, PE, CFM, CPESC
Chair, Education Outreach Committee



MEMORANDUM

Date: April 22, 2024

To: Matt Asselmeier, Kendall County

CC: file

From: Greg Chismark, WBK Engineering Chad McDaniel, WBK Engineering

Subject: NPDES Good Housekeeping Training

In support of the Kendall County NPDES MS4 permit, WBK presented a Good Housekeeping Training at the Kendall County Highway Commissioners meeting. This effort touched on all six of the best management practices with Public Outreach and Good Housekeeping Training as primary objectives.

The training occurred at The Kendall County Highway Department offices (6780 Route 47, Yorkville, IL 60560). The training began a few minutes after 9:00 am and started with a presentation by Greg Chismark PE of WBK Engineering that lasted approximately 25 minutes. A comment and question session followed that lasted approximately 10 minutes. Most comments related to the importance of clean water and need for good housekeeping reminders. The presentation and follow-up discussion was generally well received by Township Roadway Commissioners.

Follow up questions were added by Kendall County staff to the annual Township NPDES survey to identify the effectiveness training.

In attendance were:

Tom Richards
Big Grove Township Highway Commissioner
202 S. East Street
Newark, IL 60541
815-378-9886 (Mobile)
tfrichards63@gmail.com

Jonathan Grote (Acting)

Bristol Township Highway Commissioner
P.O. Box 165
Bristol, IL 60512
630-553-0101 (Office)
bristoltwsp@comcast.net

Doug Westphal
Kendall Township Highway Commissioner
9925 Route 47
Yorkville, IL 60560
630-553-7133 (Office)
dwestphal@kendalltwp.com

Dick Wade
Little Rock Township Highway Commissioner
611 W. Main Street
Plano, IL 60545
630-552-3304 (Office)
littlerockhwy@aol.com

Gary Hostert
Na-Au-Say Township Highway Commissioner
1312 Wheeler Road
Plainfield, IL 60544
815-254-7708 (Office)
naausayroad@hughes.net



35W749 Bluff Drive, St. Charles, IL 60175
IAFSM@Illinoisfloods.org www.illinoisfloods.org
Phone: 630-443-8145 Fax: 630-443-8198

July 22, 2024

OFFICERS:

CHAIR

Stephen Altman, P.E., CFM

VICE CHAIR

Dallas Alley, CFM

SECRETARY

Mary Richardson, CFM

TREASURER

Sharon Østerby, CFM

PAST CHAIR

Erik Gil, P.E., CFM

EXECUTIVE SECRETARY

Sarah Harbaugh

COMMITTEE CHAIRS:

CONFERENCE

Dallas Alley, CFM

AWARDS

Sarah Hunn, P.E., CFM

**NOMINATIONS &
ELECTIONS**

Mark Hoskins, P.E., CFM

CERTIFICATION

Greg Thorpe, CBO, CFM

**COMMUNITY RATING
SYSTEM**

Julie Lornax, P.E., CFM

EDUCATION OUTREACH

Diane Bouckaert, P.E., CFM

**FLOODPLAIN
MANAGEMENT**

Paul Osman, CFM

LEGISLATIVE

Kay Whitlock, P.E., D.WRE

NEWSLETTER

Jennifer Maercklein, P.E., CFM

**STORMWATER
MANAGEMENT**

Steve Bicking, P.E., D. WRE, CFM

WETLANDS

Tom Kehoe

MITIGATION

Ron Davis, CFM

INTER-ORGANIZATIONAL

Ajay Jain, P.E., CFM

YOUTH OUTREACH

Brian Chaille, P.E., CFM

**YOUNG PROFESSIONALS
GROUP**

Adam Blumstein, P.E., CFM

To: Matthew H. Asselmeier, MPA, AICP, CFM

Re: CFM Renewal: IL-20-00877

Dear Mr. Asselmeier:

Thank you for meeting the renewal requirements for the Certified Floodplain Manager (CFM®) program. Your certification renewal is valid for two years and will expire on 7/31/2026. Please continue to track Continuing Education Credits (CECs) to maintain your Certified Floodplain Manager standing.

The requirements to maintain your certification are as follows:

- Over the next two-year period, acquire 16 CECs.
- CECs may be uploaded via ASFPM's online portal or submitted via email on an ongoing basis to the ASFPM Executive Office to avoid the possibility of not meeting the minimum CEC requirement.
- On or before your expiration date, submit the application and the appropriate fee for renewal.

If submitting credits via email, a copy of the CEC verification form must be submitted for each course or training for which you seek credit. This form was previously sent to you but if you need copies, you may download it from ASFPM's website at www.floods.org.

The CFM Program Charter requires that if we have not received all of the required CEC verifications by the expiration date, you will be decertified. We want to do what we can to help you ensure that does not occur.

Thank you for maintaining your Illinois CFM Certification. If at any time you have questions or concerns, please contact Anita Larson, Certification Coordinator, ASFPM by email at cfm@floods.org

Sincerely,

Stephen Altman, P.E., CFM
Chair, IAFSM

Greg Thorpe, CBO, CFM
Chair, IAFSM Certification Committee

*Illinois Association for Floodplain and Stormwater Management
Association of State Floodplain Managers*

This writing certifies that

Matthew H. Asselmeier, CFM

Has successfully fulfilled all the prerequisites and requirements for being a

Certified Floodplain Manager

*In recognition thereof, this certificate is awarded, 3/10/2020
Certificate Number [REDACTED] Expires 7/31/2026*



Stephen Altman, P.E., CFM
Chair, IAFSM

Greg Thorpe, CBO, CFM
Chair, IAFSM Certification Committee



Integrating Cover Crops into Your Crop Rotation



FREE LOCAL
MEAT BUNDLE
RAFFLE!

Learn from, Jim Isermann, a local farmer and Soil Health Specialist with IL Sustainable Ag Partnership. Jim will share about cover crop selection, planting & termination methods, and tips for maximizing effectiveness. Network with fellow landowners, share experiences, and learn from local farmers who have been successful in cover crop adoption. Whether you're new to cover cropping or looking to refine your current practices, this event will provide valuable insights and practical tools to make your operation more resilient.



Date & Time

06 March 2025

5.00 PM – 6.30 PM

Location

Yorkville Public Library

902 Game Farm Road, Yorkville, IL 60560

PARTNERING WITH:
IL STEWARDSHIP ALLIANCE
FOR SOIL HEALTH WEEK!

Light food & refreshments provided!

Please register by **February 27th**



REGISTER HERE



(630) 553-5821 ext.3



<https://kendallswcd.org>

The Solution is in the Land: The Need for Regenerative Agriculture



Join us for an informative workshop designed to help farmers and landowners integrate sustainability through whole-system farm planning. With the growing demands on natural resources in Midwestern watersheds, the need for restorative agricultural practices that promote economic, social, and environmental stability has become increasingly critical. Ron Doetch and James Patchett, co-founders of Solutions in the Land (SITL), have spent the past 14 years developing integrated and regenerative farming systems that balance ecosystem health with economic growth. They will share case studies illustrating how to leverage funding from state, federal, and private sector programs. Come away with an understanding of how ecosystem functions, current land use practices, and economic drivers play a role in whole-system farm planning.



Date & Time

March 20, 2025

5.00 PM – 6.30 PM

Location

Yorkville Public Library

902 Game Farm Road, Yorkville, IL 60560

Light food & refreshments provided!

Please register by **March 18th**



REGISTER HERE



(630) 553-5821 ext.3



<https://kendallswcd.org>

KENDALL COUNTY
Ordinance No. _____

An Ordinance Granting Variance to the Kendall County Highway Access Regulation Ordinance

WHEREAS, access to Kendall County Highways has been regulated by the Kendall County Board through the Kendall County Highway Access Regulation Ordinance, originally adopted by the Board on May 18, 1999 and notwithstanding subsequent revisions; and

WHEREAS, Cannonball Trail (County Highway 10) has been classified as an Access 5 Highway in said Ordinance, requiring a spacing between private accesses of not less than 250 feet; and

WHEREAS, Caleb Smith has petitioned Kendall County for the installation of full access to Cannonball Trail, said access being located approximately 90' northeast of the existing access that serves 2560 Cannonball Trail, Bristol, IL, as depicted on the attached Exhibit A; and

WHEREAS, said location would violate the established spacing criteria for private access locations on Cannonball Trail; and

WHEREAS, in consideration of other private accesses in the vicinity of said proposed access, the extremely low volume nature of the private access proposed, and the minimal conflict created by installation of said access

THEREFORE, BE IT ORDAINED, that the Kendall County Board hereby grants a variance to the Kendall County Highway Access Regulation Ordinance, for the specified purpose, subject to the terms and conditions imposed herein.

1. The above listed recitals are incorporated herein as if fully set out herein.
2. That a variance is hereby granted to Caleb Smith, his heirs and assigns, for the installation of a single, full-access driveway on the east side of Cannonball Trail approximately 90' northeast of 2560 Cannonball Trail in the corporate limits of the City of Yorkville, IL. Said access shall conform in all ways to the construction requirements of the Kendall County Highway Department and shall be constructed at no cost to the Department.
3. That said access shall serve two residential properties depicted in Exhibit A and shall be constructed for no other purpose.
4. Any exceptions, violations or noncompliance to the requirements contained herein, on behalf of the petitioner, will result in the immediate forfeiture of the variance.

Approved by the County Board of Kendall County, State of Illinois.

Matt Kellogg – Kendall County Board Chairman

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 an ordinance 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

SITE PLAN

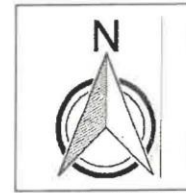
2560 Cannonball Trail

Bristol, IL 60512

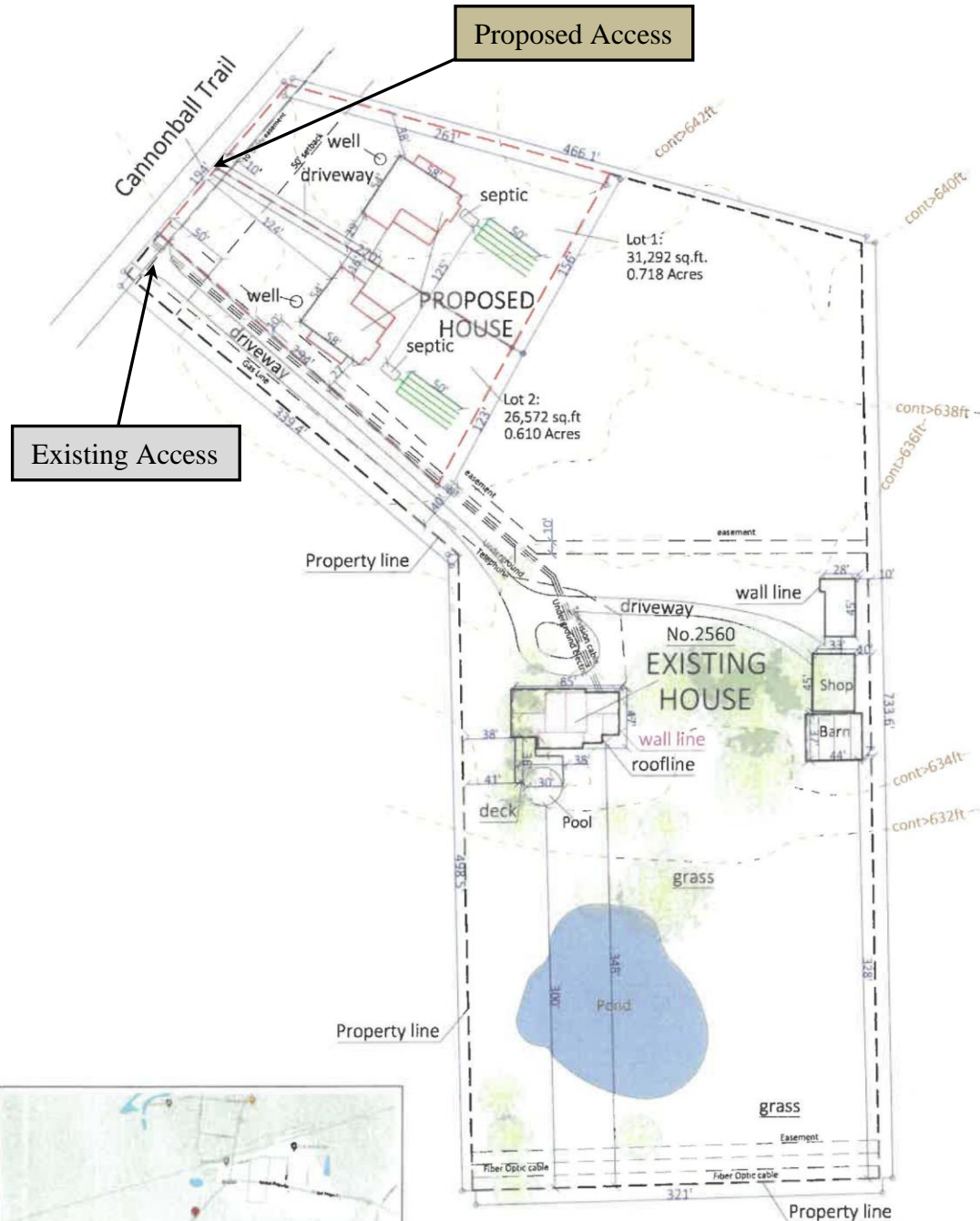
Parcel ID: 02-16-426-006

Lot area: 7 Acres

Paper Size: 11"x17"



scale 1"=80'



VICINITY MAP

EXHIBIT A

KENDALL COUNTY
Resolution No. _____

A Resolution authorizing the use of eminent domain to acquire certain parcels of land for roadway purposes along Ridge Road between Holt Road and Black Road in Kendall County, Illinois

WHEREAS, Kendall County has determined that there is a need to provide improvements to Ridge Road in Kendall County, Illinois, to improve roadway geometry, safety and mobility for the traveling public; and

WHEREAS, Kendall County believes it is imperative for all the residents of Kendall County that Ridge Road in Kendall County, Illinois, be improved for the safety of the motoring public; and

WHEREAS, Kendall County has determined that the work and improvements to Ridge Road, Kendall County, Illinois, is for a public use, and constitutes a public purpose, namely, a public roadway; and it is necessary for Kendall County to have and acquire for the use of the People of the State of Illinois, County of Kendall, for roadway purposes, the land and rights of the real property described hereinafter; and

WHEREAS, Kendall County has conducted the necessary engineering and environmental studies to determine the right-of-way requirements for said project; and

WHEREAS, the necessary plats, legal descriptions, and title commitments have been prepared: and

WHEREAS, Kendall County has deemed that portions of parcels identified in the schedule below, as further described within Exhibits A – R, should be acquired by negotiated purchase and/or, negotiation failing, by eminent domain proceedings for highway purposes; and

WHEREAS, the compensation to each owner for each tract of real property to be acquired or for damages for the construction of the public roadway cannot be agreed on between the owners and Kendall County even though Kendall County has attempted to effect such an agreement.

NOW, THEREFORE BE IT RESOLVED, the above listed recitals are incorporated herein by reference; and

BE IT FURTHER RESOLVED, by the Kendall County Board, that the construction of Ridge Road between Holt Road and Black Road be laid out, established, constructed and maintained as determined during the engineering work performed for said project; and that said improvements for the roadway be constructed, used, occupied, improved, and developed in a manner necessary and convenient for said use as a public highway; and

BE IT FURTHER RESOLVED, that it is hereby determined by the Kendall County Board that it is necessary and desirable that the County of Kendall acquire title to, and possession of, the real property as described; and that said real property is necessary and convenient for said highway purposes; and

BE IT FURTHER RESOLVED, that the Kendall County State’s Attorney is hereby authorized, empowered and directed by the Kendall County Board to condemn land necessary for the improvement, construction, and expansion of public roads pursuant to the Eminent Domain Act, 735 ILCS 30/1-1-1, et seq., described below and in Exhibits A - R:

Parcel No(s).	Permanent Index No(s).	Owner	Legal Description
0005 & 0005TE	09-26-400-007	Robert Lundquist and Carol Lundquist, husband and wife, as joint tenants by the entirety	See Exhibits A1& A2
0009	09-26-200-001	Michael Avery and Ellen M. Avery, husband and wife, as tenants in common	See Exhibit B
0011	09-23-400-007	Scott A. Cryder and Tina L. Cryder as joint tenants	See Exhibit C
0012-A & 0012-B	09-24-300-009	Ridge Bell LLC, an Arizona Liability Company	See Exhibits D1 & D2
0013	09-23-400-006	Carlos Davis and Tracy Davis, husband and wife, as tenants by the entirety	See Exhibit E
0015	09-23-400-005	Johnnie Copley	See Exhibit F
0016-A & 0016-B	09-23-200-003; 09-23-200-014 09-23-200-020	The Rock Garden Supply, LLC	See Exhibits G1 & G2
0017	09-24-100-012	Jade Restorations, Inc., an Illinois Corporation	See Exhibit H
0018	09-24-100-011; 09-24-100-015	DGA Investments, LLC – Coyne Farm, an Illinois Series Limited Liability Company	See Exhibit I
0019	09-23-200-002	Patrick Tierney and Judith Tierney as trustees under the provisions of a trust agreement dated the 14 th day of October, 2019, and known as the Patrick and Judith Tierney Joint Tenancy Trust	See Exhibit J
0020	09-14-200-005	Kovacevich Brothers, LLC, an Illinois Limited Liability Company	See Exhibit K
0021	09-13-100-006; 09-13-100-007	Peter G. Rousonelos Family Limited Partnership, an Illinois Limited Partnership	See Exhibit L
0022	09-14-200-001	Robert Kovacevich, as Trustee of the Richard S. Kovacevich Declaration of Trust, dated June 15, 2009	See Exhibit M
0023 & 0023TE	09-12-300-012; 09-13-100-004	Michael T. Stevenson and Jamie N. Stevenson, husband and wife, in tenancy by the entirety	See Exhibit N1 & N2
0024 & 0024TE	09-11-400-002	Adam Douglas Stambaugh and Amber Stambaugh, as tenants by the entirety	See Exhibit O1 & O2
0026	09-12-300-003; 09-12-300-008 09-12-300-010	Richard A. Undesser, III and Laura P. Undesser as Trustees of the Richard and Laura Undesser Joint Tenancy Trust dated August 4, 2017	See Exhibit P
0027	09-12-300-014	Rene, LLC, an Illinois Limited Liability Company	See Exhibit Q
0034	09-01-355-002	Lakewood Prairie Homeowners Association	See Exhibit R

Said Exhibits A-R, which sets forth the legal descriptions of the real property are attached hereto and incorporated herein; and

BE IT FURTHER RESOLVED, that the County Board has previously appropriated monies to fund the acquisition of said properties and to cover all costs associated with the acquisition of said right-of-way by the approval of the FY 2025-2029 5-Year Surface Transportation Program, as well as the Annual Operating Budget for the Transportation Sales Tax Fund, and shall use said monies to compensate said property owners as determined by the Court for the fee-simple or lesser title to the properties sought to be acquired; and

BE IT FURTHER RESOLVED, that the County Clerk is hereby directed to distribute certified copies of this resolution to the County Board Chairman, the State’s Attorney, the County Engineer, and the County Administrator.

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

Matt 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)

Route: Ridge Road
Section: 22-00168-00-PV
County: Kendall
Job No.:
Parcel No.: 0005
Station: 100+39.13 to 106+99.65
Index No.: 09-26-400-007

That part of the East 660 feet of the North 660 feet of the South Half of the Southeast Quarter of Section 26, Township 35 North, Range 8 East of the Third Principal Meridian, in Kendall County, Illinois, bearings and distances are based on the Illinois State Plane Coordinate System, East Zone, NAD83 (2011 Adjustment), with a combined factor of 0.99995096; described as follows:

Commencing at the East Quarter Corner of said Section 26; thence South 01 degrees 28 minutes 10 seconds East along the east line of said Southeast Quarter 1324.82 feet to the north line of the South Half of said Southeast Quarter of Section 26, also being the south right of way line of Fair Lane per Document Number 200400033909 and the Point of Beginning; thence continuing South 01 degrees 28 minutes 10 seconds East along said east line 660.01 feet to the south line of the north 660 feet of said South Half of the Southeast Quarter of Section 26; thence South 88 degrees 09 minutes 18 seconds West along said south line 65.00 feet; thence North 01 degrees 28 minutes 10 seconds West along a line 65.00 feet west of and parallel with said east line of the Southeast Quarter, a distance of 610.01 feet; thence North 36 degrees 35 minutes 01 seconds West 60.85 feet to said south right of way line of Fair Lane; thence North 88 degrees 09 minutes 18 seconds East along said south line 100.00 feet to the Point of Beginning.

Said parcel containing 1.005 Acres, more or less, of which 0.530 Acres, more or less, has been previously dedicated or used for public highway purposes.

EXHIBIT A1

Route:	Ridge Road
Section:	22-00168-00-PV
County:	Kendall
Job No.:	
Parcel No.:	0005TE
Station:	105+35.14 to 106+70.45
Index No.:	09-26-400-007

That part of the East 660 feet of the North 660 feet of the South Half of the Southeast Quarter of Section 26, Township 35 North, Range 8 East of the Third Principal Meridian, in Kendall County, Illinois, bearings and distances are based on the Illinois State Plane Coordinate System, East Zone, NAD83 (2011 Adjustment), with a combined factor of 0.99995096; described as follows:

Commencing at the East Quarter Corner of said Section 26; thence South 01 degrees 28 minutes 10 seconds East along the east line of said Southeast Quarter 1324.82 feet to the north line of the South Half of said Southeast Quarter of Section 26, also being the south right of way line of Fair Lane per Document Number 200400033909; thence South 88 degrees 09 minutes 18 seconds West along said north line 100.00 feet; thence South 36 degrees 35 minutes 01 seconds East 34.77 feet to the Point of Beginning; thence continuing South 36 degrees 35 minutes 01 seconds East 26.08 feet; thence South 01 degrees 28 minutes 10 seconds East 114.00 feet; thence North 14 degrees 29 minutes 49 seconds West 66.54 feet; thence North 01 degrees 28 minutes 10 seconds West 70.50 feet to the Point of Beginning.

Said parcel containing 0.032 Acres (1,384 square feet), more or less.

EXHIBIT A2

Route:	Ridge Road
Section:	22-00168-00-PV
County:	Kendall
Job No.:	
Parcel No.:	0009
Station:	120+23.35 to 146+75.78
Index No.:	09-26-200-001

That part of the Northeast Quarter of Section 26, Township 35 North, Range 8 East of the Third Principal Meridian, in Kendall County, Illinois, bearings and distances are based on the Illinois State Plane Coordinate System, East Zone, NAD83 (2011 Adjustment), with a combined factor of 0.99995096; described as follows:

Beginning at the Southeast Corner of said Northeast Quarter of Section 26; thence South 88 degrees 11 minutes 48 seconds West along the south line of said Northeast Quarter 156.45 feet; thence North 01 degrees 48 minutes 12 seconds West 21.93 feet to the northerly right of way line of Wildy Road as staked & occupied; thence North 65 degrees 55 minutes 32 seconds East 92.11 feet; thence North 01 degrees 24 minutes 40 seconds West 2,594.50 feet to the North line of said Northeast Quarter of Section 26; thence North 88 degrees 14 minutes 15 seconds East along said north line 75.00 feet to the northeast corner of said Northeast Quarter; thence South 01 degrees 20 minutes 15 seconds East along the east line of said Northeast Quarter 2651.31 feet to the Point of Beginning.

Said parcel containing 4.538 Acres, more or less, of which 2.215 Acres, more or less, has been previously dedicated or used for public highway purposes.

EXHIBIT B

Route:	Ridge Road
Section:	22-00168-00-PV
County:	Kendall
Job No.:	
Parcel No.:	0011
Station:	146+75.32 to 153+03.63
Index No.:	09-23-400-007

That part of the Southeast Quarter of Section 23, Township 35 North, Range 8 East of the Third Principal Meridian, in Kendall County, Illinois, bearings and distances are based on the Illinois State Plane Coordinate System, East Zone, NAD83 (2011 Adjustment), with a combined factor of 0.99995096; described as follows:

Beginning at the Southeast Corner of said Southeast Quarter of Section 23; thence South 88 degrees 14 minutes 15 seconds West along the south line of said Southeast Quarter 75.00 feet; thence North 01 degrees 45 minutes 43 seconds West along a line parallel with the east line of said Northeast Quarter 627.38 feet; thence North 87 degrees 52 minutes 26 seconds East 75.00 feet to said east line of the Northeast Quarter; thence South 01 degrees 45 minutes 43 seconds East along said east line 627.86 feet to the Point of Beginning.

Said parcel containing 1.081 Acres, more or less, of which 0.504 Acres (21,971 square feet), more or less, has been previously dedicated or used for public highway purposes.

EXHIBIT C

Route:	Ridge Road
Section:	22-00168-00-PV
County:	Kendall
Job No.:	
Parcel No.:	0012-A
Station:	146+75.78 to 156+23.50
Index No.:	09-24+300-009

That part of the West Half of the Southwest Quarter of Section 24, Township 35 North, Range 8 East of the Third Principal Meridian, in Kendall County, Illinois, bearings and distances are based on the Illinois State Plane Coordinate System, East Zone, NAD83 (2011 Adjustment), with a combined factor of 0.99995096; described as follows:

Beginning at the Southwest Corner of said Southwest Quarter of Section 24; thence North 01 degrees 45 minutes 43 seconds West along the west line of said Southwest Quarter 947.73 feet; thence South 82 degrees 03 minutes 19 seconds East 76.09 feet; thence South 01 degrees 45 minutes 43 seconds East along a line parallel with said west line 934.62 feet to the south line of said Southwest Quarter; thence South 88 degrees 01 minutes 32 seconds West along said south line 75.00 feet to the Point of Beginning.

Said parcel containing 1.620 Acres, more or less, of which 0.759 Acres (33,063 square feet), more or less, has been previously dedicated or used for public highway purposes.

EXHIBIT D1

Route:	Ridge Road
Section:	22-00168-00-PV
County:	Kendall Job
No.:	
Parcel No.:	0012-B
Station:	158+06.26 to 173+33.46
Index No.:	09-24+300-009

That part of the West Half of the Southwest Quarter of Section 24, Township 35 North, Range 8 East of the Third Principal Meridian, in Kendall County, Illinois, bearings and distances are based on the Illinois State Plane Coordinate System, East Zone, NAD83 (2011 Adjustment), with a combined factor of 0.99995096; described as follows:

Beginning at the Northwest Corner of said Southwest Quarter of Section 24; thence North 88 degrees 10 minutes 24 seconds East along the north line of said Southwest Quarter 159.95 feet; thence South 01 degrees 49 minutes 36 seconds East 44.38 feet to the south right of way line of Bell Road as staked & occupied; thence South 65 degrees 50 minutes 33 seconds West 91.93 feet; thence South 01 degrees 45 minutes 43 seconds East along a line parallel with the west line of said Southwest Quarter 1447.77 feet; thence South 88 degrees 14 minutes 17 seconds West 75.00 feet to said west line; thence North 01 degrees 45 minutes 43 seconds West along said west line 1527.00 feet to the Point of Beginning.

Said parcel containing 2.750 Acres, more or less, of which 1.354 Acres, more or less, has been previously dedicated or used for public highway purposes.

EXHIBIT D2

Route:	Ridge Road
Section:	22-00168-00-PV
County:	Kendall Job
No.:	
Parcel No.:	0013
Station:	153+03.16 to 168+83.25
Index No.:	09-23-400-006

That part of the Southeast Quarter of Section 23, Township 35 North, Range 8 East of the Third Principal Meridian, in Kendall County, Illinois, bearings and distances are based on the Illinois State Plane Coordinate System, East Zone, NAD83 (2011 Adjustment), with a combined factor of 0.99995096; described as follows:

Commencing at the Northeast Corner of said Southeast Quarter of Section 23; thence South 01 degrees 45 minutes 43 seconds East along the east line of said Southeast Quarter 450.01 feet to the Point of Beginning; thence continuing South 01 degrees 45 minutes 43 seconds East along said east line 1579.62 feet; thence South 87 degrees 52 minutes 26 seconds West 75.00 feet; thence North 01 degrees 45 minutes 43 seconds West along a line parallel with said east line 266.84 feet; thence South 88 degrees 14 minutes 17 seconds West 10.00 feet; thence North 01 degrees 45 minutes 43 seconds West along a line parallel with said east line 980.00 feet; thence North 88 degrees 14 minutes 17 seconds East 10.00 feet; thence North 01 degrees 45 minutes 43 seconds West along a line parallel with said east line 332.78 feet; thence North 87 degrees 52 minutes 25 seconds East 75.00 feet to the Point of Beginning.

Said parcel containing 2.945 Acres, more or less, of which 1.269 Acres, more or less, has been previously dedicated or used for public highway purposes.

EXHIBIT E

Route:	Ridge Road
Section:	22-00168-00-PV
County:	Kendall Job
No.:	
Parcel No.:	0015
Station:	168+82.78 to 173+33.26
Index No.:	09-23-400-005

That part of the Southeast Quarter of Section 23, Township 35 North, Range 8 East of the Third Principal Meridian, in Kendall County, Illinois, bearings and distances are based on the Illinois State Plane Coordinate System, East Zone, NAD83 (2011 Adjustment), with a combined factor of 0.99995096; described as follows:

Beginning at the Northeast Corner of said Southeast Quarter of Section 23; thence South 01 degrees 45 minutes 43 seconds East along the east line of said Southeast Quarter 450.01 feet; thence South 87 degrees 52 minutes 25 seconds West 75.00 feet; thence North 01 degrees 45 minutes 43 seconds West along a line parallel with said east line 366.42 feet; thence North 46 degrees 41 minutes 37 seconds West 49.56 feet to the south right of way line of Bell Road as staked & occupied; thence North 02 degrees 07 minutes 35 seconds West 48.29 feet to the north line of said Southeast Quarter; thence North 87 degrees 52 minutes 25 seconds East along said north line 110.31 feet to the Point of Beginning.

Said parcel containing 0.828 Acres (36,066 square feet), more or less, of which 0.445 Acres (19,404 square feet), more or less, has been previously dedicated or used for public highway purposes.

EXHIBIT F

Route: Ridge Road
Section: 22-00168-00-PV
County: Kendall Job
No.:
Parcel No.: 0016A
Station: 176+37.79 to 178+93.28
Index No.: 09-23-200-003; 09-23-200-014

That part of the Northeast Quarter of Section 23, Township 35 North, Range 8 East of the Third Principal Meridian, in Kendall County, Illinois, bearings and distances are based on the Illinois State Plane Coordinate System, East Zone, NAD83 (2011 Adjustment), with a combined factor of 0.99995096; described as follows:

Commencing at the Southeast Corner of the Northeast Quarter of said Section 23; thence North 01 degrees 45 minutes 26 seconds West along the east line of said Northeast Quarter 305.01 feet to the Point of Beginning; thence South 87 degrees 52 minutes 25 seconds West along the south line of the north 520.00 feet of the south 825.00 feet of said Northeast Quarter 75.00 feet; thence North 01 degrees 45 minutes 26 seconds West along a line parallel with said east line 255.01 feet to the south line of the north 395.00 feet of the south 955.00 feet of said Northeast Quarter; thence North 87 degrees 52 minutes 25 seconds East along said south line 75.00 feet to said east line; thence South 01 degrees 45 minutes 26 seconds East along said east line 255.01 feet to the Point of Beginning.

Said parcel containing 0.439 Acres, more or less, of which 0.205 Acres, more or less, has been previously dedicated or used for public highway purposes.

EXHIBIT G1

Route:	Ridge Road
Section:	22-00168-00-PV
County:	Kendall
Job No.:	
Parcel No.:	0016B
Station:	179+13.22 to 184+32.29
Index No.:	09-23-200-020

That part of the Northeast Quarter of Section 23, Township 35 North, Range 8 East of the Third Principal Meridian, in Kendall County, Illinois, bearings and distances are based on the Illinois State Plane Coordinate System, East Zone, NAD83 (2011 Adjustment), with a combined factor of 0.99995096; described as follows:

Commencing at the Southeast Corner of the Northeast Quarter of said Section 23; thence North 01 degrees 45 minutes 26 seconds West along the east line of said Northeast Quarter 955.02 feet to the Point of Beginning; thence South 87 degrees 52 minutes 25 seconds West along the north line of the south 955.00 feet of said Northeast Quarter 75.00 feet; thence North 01 degrees 45 minutes 26 seconds West along a line parallel with said east line 144.00 feet to the north line of the south 1099.00 feet of said Northeast Quarter; thence North 87 degrees 52 minutes 25 seconds East along said north line 75.00 feet to said east line; thence South 01 degrees 45 minutes 26 seconds East along said east line 144.00 feet to the Point of Beginning.

Said parcel containing 0.248 Acres, more or less, of which 0.116 Acres, more or less, has been previously dedicated or used for public highway purposes.

EXHIBIT G2

Route:	Ridge Road
Section:	22-00168-00-PV
County:	Kendall
Job No.:	
Parcel No.:	0017
Station:	179+05.37 to 186+14.53
Index No.:	09-24-100-012

That part of the South 1281.17 feet of the West 680.00 feet of the Northwest Quarter of Section 24, Township 35 North, Range 8 East of the Third Principal Meridian, in Kendall County, Illinois, bearings and distances are based on the Illinois State Plane Coordinate System, East Zone, NAD83 (2011 Adjustment), with a combined factor of 0.99995096; described as follows:

Commencing at the Southwest Corner of said Northwest Quarter of Section 24; thence North 01 degrees 45 minutes 26 seconds West along the West line of said Northwest Quarter 579.95 feet to the south line of the 80 foot wide Natural Gas Pipeline Easement as Recorded in Book 103, Page 333, in Kendall County Records and to the Point of Beginning; thence continuing North 01 degrees 45 minutes 26 seconds West along said west line 701.22 feet to the north line of the south 1281.17 feet of said Northwest Quarter; thence North 88 degrees 10 minutes 24 seconds East along said north line 75.00 feet; thence South 01 degrees 45 minutes 26 seconds East 709.15 feet to said south line of the 80 foot wide Natural Gas Pipeline Easement; thence North 85 degrees 47 minutes 08 seconds West along said south line 75.41 feet to the Point of Beginning.

Said parcel containing 1.214 Acres, more or less, of which 0.565 Acres (24,607 square feet), more or less, has been previously dedicated or used for public highway purposes.

EXHIBIT H

Route:	Ridge Road
Section:	22-00168-00-PV
County:	Kendall
Job No.:	
Parcel No.:	0018
Station:	186+14.44 to 191+78.86
Index No.:	09-24-100-011; 09-24-100-015

That part of the West Half of the Northwest Quarter of Section 24, Township 35 North, Range 8 East of the Third Principal Meridian, in Kendall County, Illinois, bearings and distances are based on the Illinois State Plane Coordinate System, East Zone, NAD83 (2011 Adjustment), with a combined factor of 0.99995096; described as follows:

Commencing at the Northwest Corner of the Northwest Quarter of said Section 24; thence South 01 degrees 45 minutes 26 seconds East along the West line of said Northwest Quarter 809.72 feet to the Point of Beginning; thence North 88 degrees 14 minutes 34 East 75.00 feet; thence South 01 degrees 45 minutes 26 seconds East 564.33 feet to the north line of the south 1281.17 feet of said Northwest Quarter; thence South 88 degrees 10 minutes 24 seconds West along said north line 75.00 feet to the west line of said Northwest Quarter; thence North 01 degrees 45 minutes 26 seconds West along said west line 564.42 feet to the Point of Beginning.

Said parcel containing 0.972 Acres, more or less, of which 0.453 Acres, more or less, has been previously dedicated or used for public highway purposes.

EXHIBIT I

Route:	Ridge Road
Section:	22-00168-00-PV
County:	Kendall
Job No.:	
Parcel No.:	0019
Station:	188+24.99 to 189+75.38
Index No.:	09-23-200-002

That part of the North 150 feet of the South 1642.08 feet of the East 290.40 feet of the East Half of the Northeast Quarter of Section 23, Township 35 North, Range 8 East of the Third Principal Meridian, in Kendall County, Illinois, bearings and distances are based on the Illinois State Plane Coordinate System, East Zone, NAD83 (2011 Adjustment), with a combined factor of 0.99995096; described as follows:

Commencing at the Northeast Corner of said Northeast Quarter of Section 23; thence South 01 degrees 45 minutes 26 seconds East along the East line of said Northeast Quarter 1013.19 feet to the north line of the south 1642.08 feet of said Northeast Quarter, and to the Point of Beginning; thence continuing South 01 degrees 45 minutes 26 seconds East along said east line of the Northeast Quarter 150.00 feet to the south line of the 1"10th 150 feet of the south 1642.08 feet of said Northeast Quarter; thence South 87 degrees 52 minutes 25 seconds West along said south line 60.00 feet; thence North 01 degrees 45 minutes 26 seconds West 150.00 feet to said north line of the south 1642.08 feet of the Northeast Quarter; thence North 87 degrees 52 minutes 25 seconds East along said north line 60.00 feet to the point of beginning.

Said parcel containing 0.207 Acres, more or less, of which 0.121 Acres, more or less, has been previously dedicated or used for public highway purposes.

EXHIBIT J

Route:	Ridge Road
Section:	22-00168-00-PV
County:	Kendall
Job No.:	
Parcel No.:	0020
Station:	226+97.83 to 250+75.21
Index No.:	09-14-200-005

That part of the Northeast Quarter of Section 14, Township 35 North, Range 8 East of the Third Principal Meridian, in Kendall County, Illinois, bearings and distances are based on the Illinois State Plane Coordinate System, East Zone, NAD83 (2011 Adjustment), with a combined factor of 0.99995096; described as follows:

Commencing at the Northeast Corner of said Northeast Quarter of Section 14; thence South 01 degrees 41 minutes 39 seconds East along the East line of said Northeast Quarter 203.50 feet to the Point of Beginning; thence continuing South 01 degrees 41 minutes 39 seconds East along said east line 1877.16 feet; thence South 88 degrees 18 minutes 21 seconds West 47.12 feet to the west right of way line of Ridge Road per Document Number R202000019200; thence South 01 degrees 01 minutes 46 seconds west along said west line 200.25 feet; thence South 01 degrees 49 minutes 58 seconds East along said west line 50.42 feet; thence South 02 degrees 00 minutes 44 seconds East along said west line 205.10 feet to the northwesterly right of way line of US Route 52 per Document Number R202000019199; thence South 53 degrees 27 minutes 29 seconds West along said northwesterly line 78.35 feet; thence South 88 degrees 05 minutes 54 seconds West along the north right of way line of US Route 52 per Document Number R202000019199, a distance of 10.55 feet; thence North 43 degrees 05 minutes 37 seconds East 77.78 feet; thence North 01 degrees 54 minutes 41 seconds West 2322.39 feet; thence North 88 degrees 20 minutes 34 seconds East 84.23 feet to the Point of beginning.

Said parcel containing 3.729 Acres, more or less, of which 2.184 Acres, more or less, has been previously dedicated or used for public highway purposes.

EXHIBIT K

Route:	Ridge Road
Section:	22-00168-00-PV
County:	Kendall
Job No.:	
Parcel No.:	0021
Station:	227+07.79 to 251+96.74
Index No.:	09-13-100-006; 09-13-100-007

That part of the Northwest Quarter of Section 13, Township 35 North, Range 8 East of the Third Principal Meridian, in Kendall County, Illinois, bearings and distances are based on the Illinois State Plane Coordinate System, East Zone, NAD83 (2011 Adjustment), with a combined factor of 0.99995096; described as follows:

Commencing at the Northwest Corner of said Northwest Quarter of Section 13; thence South 01 degrees 41 minutes 39 seconds East along the West line of said Northwest Quarter 82.56 feet to the Point of Beginning; thence North 87 degrees 14 minutes 44 seconds East 65.32 feet; thence South 01 degrees 54 minutes 41 seconds East 2438.94 feet; thence South 46 degrees 54 minutes 23 seconds East 70.72 feet to the north existing right of way line of US Route 52; thence South 88 degrees 05 minutes 54 seconds West along said north line 31.67 feet; thence North 36 degrees 31 minutes 46 seconds west 85.08 feet to the east right of way line of Ridge Road per Document Number 71-1741; thence South 88 degrees 05 minutes 19 seconds West 44.47 feet to said west line of the Northwest Quarter; thence North 01 degrees 41 minutes 39 seconds West along said west line 2417.98 feet to the Point of Beginning.

Said parcel containing 3.918 Acres, more or less, of which 2.215 Acres, more or less, has been previously dedicated or used for public highway purposes.

EXHIBIT L

Route:	Ridge Road
Section:	22-00168-00-PV
County:	Kendall
Job No.:	
Parcel No.:	0022
Station:	250+74.84 to 252+78.44
Index No.:	09-14-200-001

That part of the Northeast Quarter of Section 14, Township 35 North, Range 8 East of the Third Principal Meridian, in Kendall County, Illinois, bearings and distances are based on the Illinois State Plane Coordinate System, East Zone, NAD83 (2011 Adjustment), with a combined factor of 0.99995096; described as follows:

Beginning at the Northeast Corner of said Northeast Quarter of Section 14; thence South 01 degrees 41 minutes 39 seconds East along the east line of said Northeast Quarter 203.50 feet; thence South 88 degrees 20 minutes 34 seconds West along a line parallel to the north line of said Northeast Quarter 69.23 feet; thence North 01 degrees 54 minutes 41 seconds West 203.50 feet to said north line; thence North 88 degrees 20 minutes 34 seconds East along said north line 70.00 feet to the Point of Beginning.

Said parcel containing 0.325 Acres, more or less, of which 0.255 Acres, more or less, has been previously dedicated or used for public highway purposes.

EXHIBIT M

Route:	Ridge Road
Section:	22-00168-00-PV
County:	Kendall
Job No.:	
Parcel No.:	0023
Station:	251+95.78 to 256+13.45
Index No.:	09-12-300-012; 09-13-100-004

That part of the Southwest Quarter of Section 12 and part of the Northwest Quarter of Section 13, Township 35 North, Range 8 East of the Third Principal Meridian, in Kendall County, Illinois, bearings and distances are based on the Illinois State Plane Coordinate System, East Zone, NAD83 (2011 Adjustment), with a combined factor of 0.99995096; described as follows:

Beginning at the Southwest Corner of said Southwest Quarter of Section 12; thence North 01 degrees 32 minutes 27 seconds West along the west line of said Southwest Quarter of Section 12, a distance of 334.80 feet; thence North 88 degrees 26 minutes 16 seconds East 51.26 feet; thence South 01 degrees 19 minutes 30 seconds East 334.35 feet to the south line of said Southwest Quarter; thence South 01 degrees 54 minutes 41 seconds East 81.97 feet; thence South 87 degrees 14 minutes 44 seconds West 50.32 feet to the west line of said Northwest Quarter of Section 13; thence North 01 degrees 41 minutes 39 seconds West along said west line of the Northwest Quarter 82.56 feet to the Point of Beginning.

Said parcel containing 0.484 Acres, more or less, of which 0.329 Acres, more or less, has been previously dedicated or used for public highway purposes.

EXHIBIT N1

Route:	Ridge Road
Section:	22-00168-00-PV
County:	Kendall
Job No.:	
Parcel No.:	0023TE
Station:	254+10.00 to 254+40.00
Index No.:	09-12-300-012

That part of the Southwest Quarter of Section 12, Township 35 North, Range 8 East of the Third Principal Meridian, in Kendall County, Illinois, bearings and distances are based on the Illinois State Plane Coordinate System, East Zone, NAD83 (2011 Adjustment), with a combined factor of 0.99995096; described as follows:

Commencing at the Southwest Corner of said Southwest Quarter of Section 12; thence North 87 degrees 55 minutes 10 seconds East along the south line of said Southwest Quarter 50.00 feet; thence North 01 degrees 19 minutes 30 seconds West 130.90 feet to the Point of Beginning; thence continuing North 01 degrees 19 minutes 30 seconds West 30.00 feet; thence North 88 degrees 40 minutes 30 seconds East 5.00 feet; thence South 01 degrees 19 minutes 30 seconds East 30.00 feet; thence South 88 degrees 40 minutes 30 seconds West 5.00 feet to the Point of Beginning.

Said parcel containing 0.003 Acres (150 square feet), more or less.

EXHIBIT N2

Route:	Ridge Road
Section:	22-00168-00-PV
County:	Kendall
Job No.:	
Parcel No.:	0024
Station:	252+78.38 to 254+76.44
Index No.:	09-11-400-002

That part of the South 198.0 feet of the East 231.0 feet of the Southeast Quarter of Section 11, Township 35 North, Range 8 East of the Third Principal Meridian, in Kendall County, Illinois, bearings and distances are based on the Illinois State Plane Coordinate System, East Zone, NAD83 (2011 Adjustment), with a combined factor of 0.99995096; described as follows:

Beginning at the Southeast Corner of said Southeast Quarter of Section 11; thence South 88 degrees 20 minutes 34 seconds West along the south line of said Southeast Quarter 70.00 feet; thence North 01 degrees 19 minutes 30 seconds West 198.00 feet to the north line of the south 198.00 feet of said Southeast Quarter; thence North 88 degrees 20 minutes 34 seconds East along said north line 69.26 feet to the east line of said Southeast Quarter; thence South 01 degrees 32 minutes 27 seconds East along said east line 198.00 feet to the Point of Beginning.

Said parcel containing 0.316 Acres, more or less, of which 0.253 Acres, more or less, has been previously dedicated or used for public highway purposes.

EXHIBIT O1

Route:	Ridge Road
Section:	22-00168-00-PV
County:	Kendall
Job No.:	
Parcel No.:	0024TE
Station:	252+85.00 to 253+10.00
Index No.:	09-11-400-002

That part of the South 198.0 feet of the East 231.0 feet of the Southeast Quarter of Section 11, Township 35 North, Range 8 East of the Third Principal Meridian, in Kendall County, Illinois, bearings and distances are based on the Illinois State Plane Coordinate System, East Zone, NAD83 (2011 Adjustment), with a combined factor of 0.99995096; described as follows:

Commencing at the Southeast Corner of said Southeast Quarter of Section 11; thence South 88 degrees 20 minutes 34 seconds West along the south line of said Southeast Quarter 70.00 feet; thence North 01 degrees 19 minutes 30 seconds West 6.96 feet to the Point of Beginning; thence South 88 degrees 40 minutes 30 seconds West 5.00 feet; thence North 01 degrees 19 minutes 30 seconds West 25.00 feet; thence North 88 degrees 40 minutes 30 seconds East 5.00 feet; thence South 01 degrees 19 minutes 30 seconds East 25.00 feet to the Point of Beginning.

Said parcel containing 0.003 Acres (125 square feet), more or less.

EXHIBIT O2

Route: Ridge Road
Section: 22-00168-00-PV
County: Kendall
Job No.:
Parcel No.: 0026
Station: 256+13.24 to 259+34.16
Index No.: 09-12-300-003; 09-12-300-008;
09-12-300-010;

That part of the Southwest Quarter of Section 12, Township 35 North, Range 8 East of the Third Principal Meridian, in Kendall County, Illinois, bearings and distances are based on the Illinois State Plane Coordinate System, East Zone, NAD83 (2011 Adjustment), with a combined factor of 0.99995096; described as follows:

Commencing at the Southwest Corner of said Southwest Quarter of Section 12; thence North 01 degrees 32 minutes 27 seconds West along the west line of said Southwest Quarter 334.80 feet to the Point of Beginning; thence continuing North 01 degrees 32 minutes 27 seconds West along said west line 320.23 feet to the north line of the south 655.00 feet of said Southwest Quarter; thence North 87 degrees 55 minutes 10 seconds East along said north line 52.47 feet; thence South 01 degrees 19 minutes 30 seconds East 320.71 feet; thence South 88 degrees 26 minutes 16 seconds West 51.26 feet to the Point of Beginning.

Said parcel containing 0.382 Acres, more or less, of which 0.251 Acres, more or less, has been previously dedicated or used for public highway purposes.

EXHIBIT P

Route:	Ridge Road
Section:	22-00168-00-PV
County:	Kendall
Job No.:	
Parcel No.:	0027
Station:	259+33.46 to 279+34.82
Index No.:	09-12-300-014

That part of the Southwest Quarter of Section 12, Township 35 North, Range 8 East of the Third Principal Meridian, in Kendall County, Illinois, bearings and distances are based on the Illinois State Plane Coordinate System, East Zone, NAD83 (2011 Adjustment), with a combined factor of 0.99995096; described as follows:

Beginning at the Northwest Corner of said Southwest Quarter of Section 12; thence North 87 degrees 55 minutes 32 seconds East along the north line of said Southwest Quarter 850.00 feet; thence South 01 degrees 26 minutes 44 seconds East 46.55 feet; thence South 88 degrees 33 minutes 16 seconds West 690.03 feet; thence South 66 degrees 11 minutes 31 seconds West 91.99 feet; thence South 01 degrees 19 minutes 30 seconds East 1928.40 feet to the North line of the South 655.00 feet of said Southwest Quarter; thence South 87 degrees 55 minutes 10 seconds West along said north line 67.47 feet to the west line of said Southwest Quarter; thence North 01 degrees 32 minutes 27 seconds West along said west line 2001.37 feet to the Point of Beginning.

Said parcel containing 4.060 Acres, more or less, of which 2.268 Acres, more or less, has been previously dedicated or used for public highway purposes.

EXHIBIT Q

Route:	Ridge Road
Section:	22-00168-00-PV
County:	Kendall
Job No.:	
Parcel No.:	0034
Station:	306+42.34 to 306+82.34
Index No.:	09-01-355-002

That part of Outlot A in Lakewood Prairie Unit 1, being a subdivision of part of the Northwest Quarter and the Southwest Quarter of Section 1, Township 35 North, Range 8 East of the Third Principal Meridian, according to the plat thereof Recorded June 14, 2005 as Document Number 200500016560, and amended by Certificate of Correction Recorded June 29, 2005 as Document Number 200500018275, and Recorded May 9, 2006 as Document Number 20060013671, in Kendall County, Illinois, bearings and distances are based on the Illinois State Plane Coordinate System, East Zone, NAD83 (2011 Adjustment), with a combined factor of 0.99995096; described as follows:

Beginning at the southwest corner of said Outlot A; thence North 01 degrees 25 minutes 22 seconds West along the west line of said Outlot A, a distance of 40.00 feet; thence South 46 degrees 43 minutes 02 seconds East 56.28 feet to the south line of said Outlot A; thence South 87 degrees 59 minutes 18 seconds West along said south line 40.00 feet to the Point of Beginning.

Said parcel containing 0.018 Acres (800 square feet), more or less.

EXHIBIT R



Kendall County Agenda Briefing

Meeting Type: County Board Meeting
Meeting Date: 5/20/2025
Subject: Main Street Campus Improvements Cordogan Clark Proposal
Prepared by: Dan G. Polvere
Department: Facilities Management

Action Requested:

Review and Approval

Board/Committee Review:

Committee of the Whole

Fiscal impact:

\$968,490 from the Building Capital Fund (1401)

Background and Discussion:

As part of the County Office Building renovation project, the County had intended to make overall campus improvements as well. At the March 13, 2025 Committee of the Whole, Cordogan Clark and Associates presented a design plan that will complete the downtown campus. The improvements include:

- Total campus parking count increased from 106 to 126.
- Existing memorial monuments moved to centralized area next to Historic Courthouse.
- Space for new County Board-identified monuments.
- A new campus identification monument sign is proposed adjacent to Route 47.
- A pedestrian area along the memorial monument path lined with pavers, light bollards, greenscape, picnic tables and benches.
- Improved landscaping and planter beds adjacent to the Historic Courthouse.
- A new trash enclosure is designed to be included at the end of Ridge street, adjacent to the County Clerk building.
- New asphalt and striping at the existing Northwest side Historic Courthouse parking lot.

Cordogan Clark will provide basic Architectural along with Structural and Mechanical, Electrical, and Plumbing (SMEP) services based on a fee percentage of 8% of the projected cost of construction plus construction contingency. The project construction costs are estimated to be around \$824,528. Civil Engineering fees, estimated at \$25,000, are being competitively procured and will include the survey and geotechnical services. Construction Management (CM) preconstruction services (estimating, bidding management, scheduling and constructability

analysis) will be completed for a lump sum of \$10,000. The CM service fee for this project will be 3%. Public Bidding and Management of the Construction will be performed concurrently by the on-site Phase II superintendent with periodic support and administrative help, as needed. Cordogan Clark estimates that this cost would be approximately \$20,000 and billed only as time is recorded on the project.

The Building Capital Fund has adequate reserves to pay for the project.

Staff Recommendation:

Review and Approve

Attachments:

- Cordogan Clark Main Street Campus Improvements Proposal
- Main Street Campus Upgrades Preliminary Design and Schematic Design Estimates

May 6, 2025

Kendall County
111 West Fox Street
Yorkville, Illinois 60560
Attention: Dan Polvere

RE: KENDALL COUNTY – MAIN STREET CAMPUS IMPROVEMENTS PROPOSAL

Dear Dan,

We appreciate the opportunity to present our proposal to Kendall County (KC) to provide professional architectural, engineering, and limited construction management services under the Master Agreement dated August 26, 2022. Cordogan Clark is excited about the opportunity to work with the County on this critical project. Our team will ensure that the County receives the best and most attentive services at the best value. The project scope is identified below:

Project Description:

Various site improvements including monumental signage, additional parking, a memorial plaza and a dumpster enclosure were identified as being needed at the Main Street campus. Additional capital projects at the Historic Courthouse would also be included in this project documentation including replacement of windows, HVAC replacement, and roofing replacement. Now that the full scope of these items has been identified through the schematic design process the County is ready to proceed with permit documents, bidding and construction.

Proposed Cost of Work:

Cordogan Clark (CC) will provide basic Architectural, Structural and Mechanical, Electrical, and Plumbing (SMEP) services based on a fee percentage of 8.0% (as defined in the Fee Schedule of the Master Agreement and discounted to illustrate our commitment to Kendall County) of the projected cost of construction plus construction contingency. The project construction costs are anticipated to be around \$824,528. The design fees will be reconciled and fixed as determined at the end of the design development phase based on the agreed to cost estimate. Civil Engineering fees will be competitively procured and will be run through the CC Contract as a direct pass through. Reimbursable expenses such as printing and miscellaneous costs shall be provided at direct cost, and it is recommended that an allowance of \$500 be set aside for such items.

CC will also provide Construction Management Services (CM) on the project. The CM services include preconstruction services (estimating, bidding management, scheduling, and constructability analysis) and can be completed for a lump sum of \$10,000. The CM services would include public bidding on the project to local trade contractors and management of the construction will be performed with by the on-site superintendent on

the concurrent project (COB Phase 2 Project), Ken Gleason with periodic support and administrative help as needed. The cost of this supervision will be billed only as time is recorded on the project. We have estimated that this cost would be approximately \$20,000. The CM service fee for this project would be 3.0% of the cost of the work.

Schedule:

We understand the desired goal of Kendall County is to have this project start construction in the late summer of 2025 with project completion in the fall of 2025 to coincide with the completion of adjacent site work part of the Phase 2 – COB renovation project.

We are confident that the deliverable that we will provide to your team will be of the highest caliber and accuracy having the full benefit of being produced by our integrated team of architects, engineers and construction managers.

If this proposal meets your satisfaction, please sign on below and return a copy to us via email at bkronewitter@cordoganclark.com and ncox@cordoganclark.com.

Respectfully Submitted,

Cordogan Clark



Nathaniel Cox, RA
Project Manager



Brian Kronewitter, AIA, DBIA
Principal / Executive Vice President

Cordogan Clark

BY: 

It's representative

DATE: May 6, 2025

County of Kendall

BY:

It's representative

DATE:

Kendall County
Main Street Campus Upgrades
Preliminary Design Estimate
May 9, 2025



TOTAL BUILDING SITE SQUARE FOOTAGE:		22,995	SF
Div.	Item	Total	Cost Per/SF
2	Existing Conditions (Building/Site Demolitions)	\$45,493	\$1.98
3	Concrete (Footings, Foundations, Interior Slabs)	\$16,350	\$0.71
4	Masonry (CMU/Face Brick)	\$39,700	\$1.73
10	Specialties (Signage, Accessories)	\$50,000	\$2.17
26	Electrical (Power, Lighting Infrastructure, Data and Alarms)	\$29,000	\$1.26
31	Earthwork (Excavation, Site Prep, Grading, Aggregates)	\$92,150	\$4.01
32	Exterior Improv. (Flatwork, Paving, Landscaping)	\$388,710	\$16.90
Sub-Total Construction Cost:		\$661,403	\$28.76
Design Contingency and Construction Contingency		\$66,140	10.0%
Sub-Total Construction Cost w/ Contingency:		\$727,543	\$32.00
Escalation		\$29,102	4.0%
Construction Cost w/ Contingency and Escalation:		\$756,645	\$32.90
General Requirements		\$20,808	2.8%
Preconstruction Fee		\$10,000	1.32%
CM Fee		\$22,699	3.00%
Bonds & Insurance		\$14,376	1.9%
Construction Cost:		\$824,528	\$35.86
SOFT COSTS/OTHER FEES:			
Design Fees:		\$65,962	8.00%
Furniture & Equipment		\$40,000	
Civil Engineering/Survey & Geotech		\$25,000	
Material Testing		\$10,000	
Reimbursables		\$3,000	
TOTAL PROJECT COST:		\$968,490	\$42.12

Kendall County
Main Street Campus Upgrades
Schematic Design Estimate



DATE:	5/9/2025	Affected Site:	22,995	SF	
BY:	NKC/BK				
		TOTAL SF:	22,995	SF	

5/9/25

CODE	DESCRIPTION	QTY	U/M	Labor	Material	Total	PER SF
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DIV 2 - DEMOLITION

241113	Site Demolition						
	Site Clearing/Excavations	22,995	SF		\$1.50	\$34,493	\$1.50
	Sidewalk Removal	2,400	SF		\$2.50	\$6,000	\$0.26
	Miscellaneous Site Demolitions - Allow	1	ALLOW		\$5,000	\$5,000	\$0.22
Sub Total						\$45,493	\$1.98

DIV 2 - DEMOLITIONS TOTAL

DIV 3 - CONCRETE

03300	Cast in Place Concrete						
	Exterior - Slab on Grade	300	SF		\$10.75	\$3,225	\$0.14
Sub Total						\$3,225	\$0.14
03310	Structural Concrete						
	Foundation Walls	25	CY		\$525.00	\$13,125	\$0.57
Sub Total						\$13,125	\$0.57

DIV 3 - CONCRETE TOTAL

DIV 4 - MASONRY

04210	Unit Masonry						
	CMU/Face Brick - Trash Enclosure	550	SF		\$52.00	\$28,600	\$1.24
	Miscellaneous Masonry Labor	24	HRS	\$150.00		\$3,600	\$0.16
	Maintenance/Repairs/Patching - Allowance	1	ALLOW		\$7,500.00	\$7,500	\$0.33
Sub Total						\$39,700	\$1.73

DIV 4 - MASONRY TOTAL

DIV 10 - SPECIALTIES

10140	Signage						
	Exterior Monument Sign	1	ALLOW		\$50,000	\$50,000	\$2.17
Sub Total						\$50,000	\$2.17

Kendall County
Main Street Campus Upgrades
Schematic Design Estimate



DATE:	5/9/2025	Affected Site:	22,995	SF				5/9/25
BY:	NKC/BK							
		TOTAL SF:	22,995	SF				
CODE	DESCRIPTION	QTY	U/M	Labor	Material	Total	PER SF	

DIV 10 - SPECIALTIES TOTAL						\$50,000	\$2.17	
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DIV 26 - ELECTRIC								
26000 Electrical Work								
Street Lamps	4	EA		\$1,000	\$4,000	\$0.17		
Wayfinding Bollards	10	EA		\$500	\$5,000	\$0.22		
Monumental Sign Lighting	2	EA		\$1,000.00	\$2,000	\$0.09		
Site Electrical Feeds	1,200	LF		\$15.00	\$18,000	\$0.78		
Sub Total						\$29,000	\$1.26	
DIV 26 - ELECTRIC						\$29,000	\$1.26	

DIV 31 - EARTHWORK								
31060 Ground Improvements								
Ground Improvements Allowance	1	ALLOW		\$20,000	\$20,000	\$0.87		
Sub Total						\$20,000	\$0.87	
31230 Excavation and Fill								
Building - Backfill	40	Tons		\$40.00	\$1,600	\$0.07		
Fine Grading & Aggregates	2,555	SY		\$10.00	\$25,550	\$1.11		
Topsoil	500	CY		\$80.00	\$40,000	\$1.74		
Sub Total						\$67,150	\$2.92	
31250 Erosion Control								
Erosion Control - Allow	1	ALLOW		\$5,000.00	\$5,000	\$0.22		
Sub Total						\$5,000	\$0.22	
DIV 31-EARTHWORK						\$92,150	\$4.01	

DIV 32 - EXTERIOR IMPROVEMENTS								
Site Development - Adjustment								
	22,995	SF		\$8.00	\$183,960	\$8.00		
Sub Total						\$183,960	\$8.00	
Stormwater piping and modification								
	1	ALLOW		\$50,000	\$50,000	\$2.17		
Sub Total						\$50,000	\$2.17	
32120 Flexible Paving								
Asphalt Paving - Surface Course	2,200	SY		\$15.00	\$33,000	\$1.44		
Striping - Allowance	1	ALLOW		\$17,000	\$17,000	\$0.74		
Sub Total						\$50,000	\$2.17	
32140 Unit Pavers								
Permeable Brick Pavers	1,200	SF		\$20.00	\$24,000	\$1.04		

Kendall County
Main Street Campus Upgrades
Schematic Design Estimate



DATE:	5/9/2025	Affected Site:	22,995	SF	5/9/25
BY:	NKC/BK				
		TOTAL SF:	22,995	SF	

CODE	DESCRIPTION	QTY	U/M	Labor	Material	Total	PER SF
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Sub Total						\$24,000	\$1.04
32160	Curbs, Gutters, Sidewalks						
	Sidewalk w/ Aggregates	2,500	SF		\$9.50	\$23,750	\$1.03
	Curb and Gutter	750	LF		\$20.00	\$15,000	\$0.65
Sub Total						\$38,750	\$1.69
32930	Landscaping						
	Landscaping	1	ALLOW		\$30,000.00	\$30,000	\$1.30
	Trash Enclosure - Gate	1	LS		\$12,000	\$12,000	\$0.52
Sub Total						\$42,000	\$1.83
DIV 32 - SITE IMPROVEMENTS TOTAL						\$388,710	\$16.90

SUB-TOTAL CONSTRUCTION COST	22,995	SF	\$661,403	\$29
DESIGN AND CONSTRUCTION CONTINGENCY			\$66,140	10.0%
CONSTRUCTION COST W/ CONTINGENCY			\$727,543	\$32
ESCALATION			\$29,102	4.0%
CONSTRUCTION COST WITH CONTINGENCY AND ESCALATION			\$756,645	\$33
CM COST				
GENERAL REQUIREMENTS			\$20,808	2.75%
PRE CONSTRUCTION FEE			\$10,000	3.00%
CM FEE			\$22,699	3.00%
BONDS AND INSURANCE			\$14,376	1.9%
TOTAL CONSTRUCTION COST			\$824,528	\$36

SOFT COSTS				
DESIGN FEES (FIXED)			\$65,962	8.00%
SOFT COSTS/OTHER FEES			\$78,000	9.5%
	Furniture & Equipment		\$40,000	
	Civil Engineering/Survey & Geotech		\$25,000	
	Material Testing		\$10,000	
	Reimbursables		\$3,000	
TOTAL PROJECT COST			\$968,490	\$42



Kendall County Agenda Briefing

Meeting Type: County Board Meeting
Meeting Date: 5/20/2025
Subject: Phase II County Office Building Renovations Contingency Reduction #2
Prepared by: Dan G. Polvere
Department: Facilities Management

Action Requested:

Review and Approve

Board/Committee Review:

Committee of the Whole

Fiscal impact:

\$75,293 reduction of Phase II Contingency. The remaining contingency is \$288,490.

Background and Discussion:

Phase II Contingency Reduction #2 includes revisions that result from further review of the project to ensure operational needs are met. Staff have also worked with Cordogan Clark to modify the glass at all service counters to improve customer service while maintaining security. Staff are working proactively with Cordogan Clark to make any necessary modifications early in the process, where changes can be made most efficiently.

The total request for Phase II Contingency Reduction #2 is \$75,293 with revised contract amounts as follows. **The current available contingency is \$288,490.**

- Lite Construction \$ 2,623,233 (\$33,663 increase)
- CMM Group \$ 814,371 (\$11,179 increase)
- TSI Commercial Flooring \$ 598,862 (\$1,227 increase)
- Omega Plumbing \$ 306,193 (\$965 increase)
- Artlip & Son \$ 876,870 (\$570 increase)
- Aurora Wiring & Fixture \$ 1,049,689 (\$27,689 increase)

Staff Recommendation:

Review and Approve

Attachments:

Phase II Contingency Reduction #2

Phase II Contingency Reduction #2 Log Summary

CONTINGENCY REDUCTION

Owner: ☐
Architect: ☐
Construction Manager: ☐
Contractor: ☐
Field: ☐

PROJECT: Phase Two County Office Building

CONTINGENCY REDUCTION #: CR-002

CLIENT: Kendall County
504 S. Main Street
Yorkville, IL 60560

DATE: 5/7/2025
CONTRACT DATE:
PROJECT #: 241014

CONSTRUCTION

MANAGER: Cordogan Clark Consulting Services
515 Redwood Drive
Aurora, IL 60506

The Contract is changed as follows:

1. LITE CONSTRUCTION

PR #003 Treasurer Dept Revisions	\$5,463.00
PR #004 Assessor Dept Revisions	\$5,450.00
PR #006 PBZ Dept Revisions	\$605.00
PR #007 Third Floor Dept Revisions	\$10,346.00
PR #009 Private Spaces Revisions	\$4,738.00
PR #014 IT Wall Extension & Ceiling	\$7,061.00
New Contract Amount	\$2,623,233.00
	\$33,663.00

2. CMM GROUP

PR #004 - Assessor Dept. Revisions	\$0.00
PR #006 - PBZ Dept Revisions	\$2,070.00
PR #010 - Reception Glazing	\$9,109.00
New Contract Amount	\$825,550.00
	\$11,179.00

3. TSI COMMERCIAL FLOORING

PR #014 IT Wall Extension & Ceiling	\$1,227.00
New Contract Amount	\$598,862.00
	\$1,227.00

4. OMEGA PLUMBING

PR #009 Add Icemaker	\$965.00
New Contract Amount	\$306,193.00
	\$965.00

5. ARTLIP & SON

PR #014 IT Wall Extension & Ceiling	\$570.00
New Contract Amount	\$876,870.00
	\$570.00

CONTINGENCY REDUCTION

Owner: ☐
Architect: ☐
Construction Manager: ☐
Contractor: ☐
Field: ☐

PROJECT: Phase Two County Office Building

CONTINGENCY REDUCTION #: CR-002

CLIENT: Kendall County
504 S. Main Street
Yorkville, IL 60560

DATE: 5/7/2025
CONTRACT DATE:
PROJECT #: 241014

CONSTRUCTION

MANAGER: Cordogan Clark Consulting Services
515 Redwood Drive
Aurora, IL 60506

6. AURORA WIRING & FIXTURE

PR #003 Treasurer Dept Revisions	\$5,546.00
PR #004 Assessor Dept Revisions	\$96.00
PR #005 GIS Dept Revisions	\$4,243.00
PR #006 PBZ Dept Revisions	\$3,751.00
PR #007 Third Floor Dept Revisions	\$3,427.00
PR #009 Private Spaces Revisions	\$4,523.00
PR #011 Additional Disconnect Switch	\$4,608.00
PR #013 Additional Wayfinding Signage Light	\$1,023.00
PR #014 IT Wall Extension & Ceiling	\$472.00
New Contract Amount \$1,049,689.00	\$27,689.00

SUB-TOTAL FOR ALLOWANCE REDUCTION: \$75,293.00

The Original Contingency was:	\$379,611.00
Net Change by previously authorized Contingency Reductions:	\$15,828.00
The Contingency prior to this reduction was:	\$363,783.00
The Contingency will be decreased by this reduction in the amount of:	\$75,293.00
The new Contingency with this reduction will be:	\$288,490.00
The Contract Time will be (increased) (decreased) (unchanged) by:	(0) days
The date of Substantial Completion as of the date of this Allowance Reduction, therefore is:	<u>unchanged.</u>

NOTE: This Allowance Reduction does not include changes in the Contract Sum, Contract Time or Guaranteed Maximum Price that have been authorized by Construction Change Directive until cost and time have been agreed by both the Owner, Contractor & Construction Manager, in which case a Change Order is executed to supersede the Construction Change Directive

NOT VALID UNTIL SIGNED BY THE CONSTRUCTION MANAGER & OWNER:

CONSTRUCTION MANAGER:

Cordogan Clark Consulting Services, Inc.
515 Redwood Drive
Aurora, IL 60505

By: _____

Date: _____

OWNER:

Kendall County
504 S. Main Street
Yorkville, IL 60560

By: _____

Date: _____

Kendall County
Ph 2 County Office Building
Contingency Reduction Log
05/09/25



PCO #	Date Approved By Owner	Contractor	Description	Potential Contingency Reduction Amount	Contingency Reduction Amount Approved	Comments
CONTINGENCY REDUCTIONS PREVIOUSLY APPROVED:					\$15,828	
PR #003 Treasurer Dept Revisions				\$11,009		
Revisions include modifying the reception counter in office 121, 3 additional panic buttons, removing camera from room 120, 3 additional duplex outlets and 2 additional data ports in office 121, removing occupancy sensors from reception counter, provide keycard access to Record Storage 120, providing 1 additional duplex outlet and 2 additional data ports for a printer in room 127, providing 1 duplex outlet and 2 data ports for future kiosk on lobby side of wall.						
4R2		Lite Construction		\$5,463		
		Aurora Fixture & Wiring		\$5,546		
PR #004 Assessor Dept Revisions				\$5,546		
Revisions include modifying the reception counter in office 110, revising glazing at reception counter, revising door 111A into Supervisor 111, revising furniture layout for Supervisor 111 and relocating light switch, power, and data receptacles, removing occupancy sensors at the reception counter, revising counter height outlet at casework in Office 110 to be (2) double duplex receptacles, revising counter height outlets at casework in office 110.						
5R2		Lite Construction		\$5,450		
		CMM Group		\$0		
		Aurora Fixture & Wiring		\$96		
PR #005 GIS Dept Revisions				\$4,243		
Revisions include removing occupancy sensors at counter in GIS 128, adding 2 double duplex outlets along the counter in GIS 128, revising equipment layout, adding a 6' wide counter for 2 hoteling stations in the southwest corner of GIS 128, adding 4 data ports and 2 double duplex outlets at counter height in GIS 128, adding 1 duplex outlet and 2 data receptacles at Corridor 108 outside of GIS 128 for new wall mounted monitor, and installing mounting hardware for digital monitor.						
		Aurora Fixture & Wiring		\$4,243		

Kendall County
Ph 2 County Office Building
Contingency Reduction Log
05/09/25



PCO #	Date Approved By Owner	Contractor	Description	Potential Contingency Reduction Amount	Contingency Reduction Amount Approved	Comments
PR #006 PBZ Dept Revisions				\$6,426		
Revisions include revising glazing at reception counter in Office 210, removing occupancy sensors at the reception counter in Office 210, adding a 6' wide counter on the West wall of Office 210 for 2 new hoteling stations, revising casework under reception counter in Office 210, providing 1 additional panic button in 211, providing additional power and data receptacles on West wall of Office 210, adding 1 data receptacle in 215.						
7R2		Lite Construction		\$605		
		CMM Group		\$2,070		
		Aurora Fixture & Wiring		\$3,751		
PR #007 Third Floor Dept Revisions				\$13,773		
Revisions include adding open shelving to East wall of Storage 306, adding and revising casework at reception counter in Office 307 and 324, removing lateral file cabinets to provide additional casework below counter on South wall of Office 307 and 324, removing all occupancy sensors at reception counter in Office 307 and 324, adding 6' counter to Office 323, adding power and data receptacles along new counter in Office 323, removing 2 cubicles in Office 307 including associated power and data receptacles, adding 2 data receptacles along the South wall of Office 307 and 324, relocating 1 panic button at the reception counter in Office 307 and 324 to South wall in Office 307, revising hardware for doors 318A and 332A to add card reader access, and revising extents of LVT flooring and carpet tile flooring in Office 323.						
8R2		Lite Construction		\$10,346		
		Aurora Fixture & Wiring		\$3,427		
PR #009 Private Spaces Revisions				\$10,226		
Revisions include adding panic button to East wall of 322, adding and revising casework and casework hardware in 322, adding additional data receptacles to 322, adding sitting counter to 221, adding a power receptacle for additional refrigerator in 221, add power receptacles along new sitting counter in 221, and adding cold water supply line to refrigerator on North wall of 221.						
10R2		Lite Construction		\$4,738		
		Omega Plumbing		\$965		
		Aurora Fixture & Wiring		\$4,523		
PR #010 Reception Glazing				\$9,109		
Revise glazing configurations at all 6 department reception counters, add glass hole and back voice port at each reception workstation, and remove all transaction deal trays from each reception workstation.						
		CMM Group		\$9,109		

Kendall County
Ph 2 County Office Building
Contingency Reduction Log
05/09/25



PCO #	Date Approved By Owner	Contractor	Description	Potential Contingency Reduction Amount	Contingency Reduction Amount Approved	Comments
PR #011 Additional Disconnect Switch				\$4,608		
Provide additional fusible disconnect for second generator feed, and refeed LP1 panel through HDP panel so that all equipment in the building is powered by the 600A service and allowing the 200A meter to be provided for future expansions.						
		Aurora Fixture and Wiring		\$4,608		
PR #013 Additional Wayfinding Signage Light				\$1,023		
Provide and install 1 additional gimble floodlight on the North side of the new wayfinding signage adjacent to the county office building at 504 S. Main Street as seen on E0.1.						
		Aurora Fixture and Wiring		\$1,023		
PR #014 IT Wall Extension and Ceiling				\$9,330		
Revise IT 223 existing ceiling to be demolished in its entirety, including diffusers and lights, provide new sealed concrete floor finish in IT 223, extend IT dept perimeter walls to deck with construction to match existing, revise new diffusers in IT 223 to be round double deflection supply grills and remove 1 lay in return diffuser, paint full height of walls and all exposed structure and ductwork in IT 223, and provide and install 1 new F9 light fixture.						
11		Lite Construction	Base Work	\$5,109		
			Option 1	\$1,952		
		TSI Flooring		\$1,227		
		Artlip & Sons		\$570		
		Aurora Fixture and Wiring		\$472		
POTENTIAL CONTINGENCY REDUCTIONS TO BE APPROVED:					\$75,293	



Kendall County Agenda Briefing

Meeting Type: County Board

Meeting Date: 05/20/25

Subject: AMENDMENT TO THE VEHICLE LEASE AGREEMENT BETWEEN KENDALL COUNTY AND THE VOLUNTARY ACTION CENTER

Prepared by: Jennifer Breault, Finance and Budget Analyst, PCOM

Department: Administration

Action Requested:

Approval of amendment to vehicle lease agreement between Kendall County and the Voluntary Action Center

Board/Committee Review:

Committee of the Whole

Fiscal impact:

N/A

Background and Discussion:

This amendment to the agreement authorizes Kendall County to utilize the Kendall Area Transit Vehicles in emergency situations.

Staff Recommendation:

Approval of amendment to vehicle lease agreement between Kendall County and the Voluntary Action Center

Attachments:

Amendment to vehicle lease agreement between Kendall County and the Voluntary Action Center

**AMENDMENT TO THE VEHICLE LEASE AGREEMENT BETWEEN KENDALL
COUNTY AND THE VOLUNTARY ACTION CENTER**

WHEREAS, on July 16, 2024, Kendall County, Illinois, hereinafter referred to as the “County”, and Voluntary Action Center of Northern Illinois, hereinafter referred to as “VAC”, entered into a Vehicle Lease Agreement (“Lease”) whereby the County agreed to lease certain vehicles to VAC and VAC agreed to provide public transportation services to residents of Kendall County; and

WHEREAS, the County anticipates that the aforesaid vehicles may be necessary for its own use in the event of an emergency in the County; and

WHEREAS, the parties now wish to modify the Lease to include a provision allowing the County to use said vehicles in the event of an emergency.

NOW THEREFORE, the Agreement is amended as follows, effective upon acceptance by both Parties:

1. The recitals set forth above are incorporated into this Amendment by reference and made a part thereof.
2. A new paragraph 29 shall be added to the July 16, 2024, Lease as follows:

“29. **Emergency Use.** Whenever an emergency, or the imminent threat thereof, occurs in the County and results in, or threatens to result in the death or injury of persons or the destruction of or damage to property to such extent as to require, in the sole judgment of the County, extraordinary measures to protect the public peace, safety and welfare, the County shall have the temporary right to use any or all of the vehicles listed in Exhibit A in order to respond to the emergency. Said use shall continue until the County has concluded that the emergency has ceased such that vehicle use is no longer necessary. This may cause delay in service. At such time, the County shall return the vehicles to VAC.”

3. Except as modified by this Amendment, the Lease remains in full force and effect.

VOLUNTARY ACTION CENTER of DEKALB COUNTY

BY: _____
Nate Kloster, Executive Director

KENDALL COUNTY, ILLINOIS

BY: _____

Matt Kellogg, County Board Chair

ATTEST:

BY: _____
Debbie Gillette, County Clerk and Recorder



Kendall County Agenda Briefing

Meeting Type: County Board

Meeting Date: 05/20/25

Subject: Resolution Establishing a Policy for the Use of WEX Cards to Purchase Fuel for Kendall Area Transit Vehicles

Prepared by: Jennifer Breault, Finance and Budget Analyst, PCOM

Department: Administration

Action Requested:

Approval of Resolution Establishing a Policy for the Use of WEX Cards to Purchase Fuel for Kendall Area Transit Vehicles

Board/Committee Review:

Committee of the Whole

Fiscal impact:

N/A

Background and Discussion:

Kendall County acts as the pass-through entity for the Voluntary Action Center (VAC), which manages Kendall Area Transit (KAT). VAC requests that its employees use WEX cards to purchase fuel for KAT vehicles. Kendall County agrees to issue WEX cards for VAC employees' use in acquiring fuel for KAT vehicles. Fuel purchases made with WEX cards by VAC employees will be submitted for reimbursement through KAT's Department of Transportation Assistance Program (DOAP) grant

Staff Recommendation:

Approval of Resolution Establishing a Policy for the Use of WEX Cards to Purchase Fuel for Kendall Area Transit Vehicles

Attachments:

Approval of Resolution Establishing a Policy for the Use of WEX Cards to Purchase Fuel for Kendall Area Transit Vehicles

County of Kendall, Illinois

Resolution 2025-

**Resolution Establishing a Policy for the Use of WEX Cards to
Purchase Fuel for Kendall Area Transit Vehicles**

WHEREAS, Kendall County is the pass-through for Voluntary Action Center (“VAC”), which operates Kendall Area Transit (“KAT”); and

WHEREAS, VAC wishes for its employees to utilize WEX cards to purchase fuel for KAT vehicles; and

WHEREAS, Kendall County agrees to issue WEX cards for the use of VAC employees in purchasing fuel for KAT vehicles; and

WHEREAS, fuels purchases made by WEX cards are submitted for reimbursement through KAT’s DOAP grant.

NOW, THEREFORE, BE IT RESOLVED, by the Kendall County Board that the following policy is adopted to govern VAC’s use of Kendall County-issued WEX cards for the purchase of fuel by VAC employees for KAT vehicles:

1. All requests for new WEX cards, cancellations, and corrections must be submitted by VAC through Kendall County Administration. Only the KAT PCOM is authorized to issue and to make corrections to the cards.
2. Any modifications or updates to the WEX card payment system shall be performed solely by the KAT PCOM.
3. Monthly statements will be reviewed jointly by Kendall County and VAC.
4. VAC is responsible for processing and remitting payment for the statements. Payment for WEX card statements will be made by VAC and reimbursed with DOAP grant funds. No Kendall County funds will be used to pay WEX card statements. If expenses charged to a WEX card are not eligible for reimbursement from grant funds, VAC, not Kendall County, shall bear responsibility for payment of those charges.
5. Each driver is responsible for their assigned card. Cards will be issued to the driver each morning and must be returned to dispatch at the end of their shift.
6. WEX cards are to be used exclusively for fuel purchases for KAT vehicles operating for KAT purposes. Personal use of the cards is strictly prohibited, and any unauthorized charges will be the employee's responsibility.
7. VAC shall ensure that WEX cards are only used for authorized purposes. VAC shall indemnify and hold harmless Kendall County for any damages caused or expenses incurred as result of the misuse or unauthorized use of a WEX card by VAC or by a VAC employee.
8. Any issues related to lost or stolen cards or suspected fraudulent activity must be reported immediately to the KAT PCOM.
9. All purchases made with a WEX card must be supported by itemized receipts, which must be retained from the point of sale and submitted to dispatch at the end of the driver’s shift.

10. Kendall County may revoke VAC's use of a WEX card at any time and for any reason.
11. VAC shall direct all its employees who receive a WEX card to sign a WEX Card Acknowledgment Form (see Attachment A), indicating their understanding of this policy. Additional responsibilities may be communicated as necessary.
12. An authorized representative of VAC shall execute the WEX Card Policy Acknowledgement (see Attachment B), acknowledging VAC's acceptance of this policy.

Approved and adopted by the County Board of Kendall County, Illinois, this ____ day of _____ 2025.

Attest:

Matt Kellogg
County Board Chairman

Debbie Gillette
County Clerk and Recorder



Kendall County Agenda Briefing

Meeting Type: County Board Meeting
Meeting Date: 5/20/2025
Subject: Empower Health Services, LLC Biometric Screening Agreement in an amount not to exceed \$135 per plan participant
Prepared by: Leslie Johnson, Human Resources Director
Department: Human Resources Department

Action Requested:

To approve the Empower Health Services, LLC Biometric Screening Agreement to the County Board for approval.

Board/Committee Review:

On 5/5/2025, the Human Resources & Insurance Committee reviewed this item and requested to forward this item to Committee of the Whole for review and discussion. On 5/15/2025, the Committee of the Whole voted to forward this item to the County Board for approval.

Fiscal impact:

None

Background and Discussion:

The Empower Health Services, LLC Biometric Screening Agreement provides for three onsite biometric wellness screenings for Kendall County retirees, employees, and their spouses enrolled in the county's medical insurance plan. Each screening costs \$135 per participant, with this expense reimbursed by IPBC through its Wellness Program. A minimum of 30 participants per screening date is required, and IPBC will reimburse Kendall County only for completed screenings. Kendall County is responsible for covering the costs associated with any unmet minimum participation. Thus, the Human Resources Department is requesting confirmation from the County Board as to whether the County should proceed with offering three onsite screening dates or reducing that number to two onsite screening dates.

Staff Recommendation:

To approve the Empower Health Services, LLC Biometric Screening Agreement in an amount not to exceed \$135 per plan participant to the County Board for approval.

Attachments:

1. Empower Health Services, LLC Biometric Screening Agreement in an amount not to exceed \$135 per plan participant
2. Empower Health presentation from the 4/7/2025 Human Resources & Insurance Committee meeting.

Empower Health Services, LLC Biometric Screening Agreement

1. This Agreement ("Agreement") is entered into as of 04/29/2025 (the "Effective Date") by and between **Empower Health Services, LLC**. ("Provider") and **Kendall County** ("Company"). By purchasing biometric screening and/or flu services specifically set forth in **Exhibit A** ("Services") from Provider, Provider and Company hereby agree to be duly bound by the terms and conditions set forth herein. This is a one-time agreement for biometric screening and/or flu shot services for one calendar year, 1/1/2025 - 12/31/2025, and may be renewed for future years by mutual consent.
2. **Provider Services.** Provider shall perform the Services for eligible persons as defined by Company (each a "Participant") at mutually agreed upon scheduled events, locations and times (collectively "Events") subject to the availability of supplies and personal protective equipment.

After the completion of each screening program, the Provider will provide the Company with one aggregate report of all screening Participants. To maintain confidentiality of all participants, an aggregate report will only be provided when the total number screened is at least 25. Individual online screening results will be available to participants between 3 and 7 business days of the screening event. Once the participant creates an online account at empowerhealthservices.info they will have access to the site and web tools for a twelve (12) month period from the date of their registration.

3. **Fees and Payment Terms.** Company will pay Provider service fees ("Fees") for the Services as set forth in **Exhibit A** of this Agreement. In addition to the Fees specified in **Exhibit A**, Company must also pay Provider any additional fees that are authorized by a provision elsewhere in this Agreement or is otherwise agreed to by the parties. Upon mutual agreement and at the request from Company, Provider shall submit a claim for payment to Company's health insurance carrier for reimbursement for services provided on an individual basis. If necessary, Company agrees to assist the Provider by providing any employee ID, Insured ID and/or Plan number necessary to submit a completed claim to the insurance carrier. Company agrees to pay Provider for any and all claims that, once processed by the carrier, are subsequently denied or subjected to a co-payment, coinsurance or deductible. It remains the Company's sole responsibility to pay the Provider in the event the insurance carrier does not pay Provider in full for services rendered. Provider shall not bill participants for any denied claims, co-insurance or deductibles.
4. **Company Responsibilities.** In addition to Company's payment obligations set forth in **Exhibit A**, Company shall assist Provider with promotion of the Services to its Participants. Company shall also assist Provider in obtaining any necessary Participant consents, authorizations, or agreements with third parties, as may be required under federal or state law, in order for Provider to receive PHI when necessary or to: (i) perform its obligations herein; or (ii) to use such PHI for research, creating comparative databases, or statistical analysis.

5. **Work Environment.** Company will provide a clean and properly maintained workspace for Provider to conduct the event in a highly visible setting, sufficient in size to promote social distancing, that will enable Provider to safely provide Services to Recipients seeking such service. Company will provide furniture at its sole risk to include, but not limited to, tables and chairs. Provider will not be responsible for the proper maintenance of any property supplied by Company, including but not limited to tables, chairs and physical space provided to Provider and Recipients.
6. **Liability.** To the extent permitted by law, the parties shall each indemnify and hold the other harmless against any and all losses, liabilities, penalties, fines, costs, damages, and expenses the other incurs, which arise out of the indemnifying party's negligence or willful misconduct. Provider's shall provide professional liability insurance with a maximum coverage of 1 million dollars per occurrence and 2 million dollars aggregate.
7. **HIPAA.** Each party and its respective staff shall comply with all applicable federal and state laws and regulations regarding the confidentiality of patient information, to include, without limitation, HIPAA regulations.
8. **General Terms.** Each party shall comply with all applicable laws. This Agreement is governed by and construed in accordance with the laws of the State of Illinois, except as to any applicable federal laws, without giving effect to the principles of conflicts of law thereof. The terms and conditions of this Agreement may be changed from time to time upon mutual written agreement of the parties. The relationship between Provider and Company is solely that of independent contractors. All terms and conditions are applicable to the extent permitted by law. Neither party may assign any of its rights and responsibilities under this Agreement to any person or entity without the prior written consent of the other party, such consent shall not be unreasonably withheld. Any provisions herein, that, by their nature, extend beyond the expiration of the Agreement shall survive and shall remain in effect until all such obligations are satisfied. These terms and conditions shall be binding upon and inure to the benefit of the parties and their respective successors and permitted assigns. By signing below, the parties agree to be bound by the terms of this Agreement.
9. **Non-Discrimination.** Provider, 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, and all applicable rules and regulations. Providers, 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 requirements set forth in applicable state and federal laws and regulations.
10. **Certification.** Provider certifies that Provider, its parent companies, subsidiaries, and affiliates are not barred from entering into this Agreement as a result of a violation of either 720 ILCS 5/33E-3 or 5/33E-4 (bid rigging or bid rotating) or as a result of a violation of 820 ILCS 130/1 et seq. (the Illinois Prevailing Wage Act). Provider further certifies by signing the Contract documents that Provider, its parent companies, subsidiaries, and affiliates

have not been convicted of, or are not barred for attempting to rig bids, price-fixing or attempting to fix prices as defined in the Sherman Anti-Trust Act and Clayton Act. 15 U.S.C. § 1 et seq.; and has not been convicted of or barred for bribery or attempting to bribe an officer or employee of a unit of state or local government or school district in the State of Illinois in that Officer's or employee's official capacity. Provider has NOT made an admission of guilt of such conduct that is a matter of record, nor has any official, officer, agent, or employee of the company been so convicted nor made such an admission.

11. **Conflict of Interest.** Both parties affirm no Kendall County officer or elected official has a direct or indirect pecuniary interest in Provider or this Agreement, or if any Kendall County officer or elected official does have a direct or indirect pecuniary interest in Provider or this Agreement, that interest, and the procedure followed to effectuate this Agreement has and will comply with 50 ILCS 105/3.

Kendall County
111 West Fox St
Yorkville, IL 60560

Print Name: _____

Print Title: _____

Date: _____

Signature:

Empower Health Services
495 N Commons, Suite 100
Aurora, IL 60504

Print Name: Gary M. Fine

Print Title: Chief Executive Officer

Date: 04/25/2025

Signature:



EXHIBIT A - SERVICES, FEES, AND PAYMENT TERMS

a. Invoice Details

Bill To Contact Name:	Dave Cook, Sandy Mikel davec@ipbchealth.org, smikel@ipbchealth.org
Additional Information/ Invoice Requirements:	Participant List Required with Invoice

- b. **Base Fee.** All fees for the Services provided under this Agreement shall be as set forth in this Exhibit A.

Product	Component	Rate Per Participant/ Eligibility	Billing Responsibility
Panel C Screening Package with A1c & Age/ Gender Testing Onsite and Offsite/ Individual Program Screenings	<ul style="list-style-type: none"> • Panel C Blood Test • Hemoglobin A1c Blood Test • PSA Blood Test for men 50 years of age or older • TSH Blood Test for women 50 years of age or older • Blood Pressure Reading & Consultation • Self Reported Height and Weight • Body Mass Index • Empower Profile • Standard promotional materials, online registration, account management services, personal reports, aggregate reporting <p>Offsite Screening Deadline - 11/21/25</p>	\$135 Pricing applies for both onsite and offsite service	Billed to IPBC <ul style="list-style-type: none"> • PPO and HMO Insured Employees, Spouses, and Retirees
Additional Test Options	A variety of additional blood testing options	BCBS	Claims billed to BCBS PPO of IL for those with PPO
		Self Pay	Self Pay for those with HMO

c. **Minimum Fees.** Company will be invoiced for a minimum of:

- 30 screening participants for each onsite screening event scheduled
- 3 screening participants for the offsite screening program

d. **Additional Fees:**

- Additional ad-hoc reporting will be billed at \$175 per hour.
- Standard data transfer to IPBC at no cost. Additional data transfers will be billed at \$175 per data transfer.
- Onsite screening fees are based on standard screening hours and efficient participant flow. Special non-standard requests, shortened screening hours or additional screening hours may incur additional cost and will be mutually agreed to in writing in advance of the program.
- Provider shall invoice Company for any services not reimbursable under the Participants' plan or other denied claims.
- Online Registration Fees - \$2.00 per registration completed per month (billed only if cancellation charges apply)

e. **Cancellation Charges.**

1. **Onsite Biometric Screening Services**

For purposes of section e.1, a Biometric Screening Service is considered scheduled when there is a written agreement between EHS and the Company representative to move forward with confirming event details including, but not limited to, locations, dates, and times.

Company will be assessed cancellation charges for any Event(s) canceled based on the following timeline. All cancellation requests will be confirmed in writing before any event is canceled, and the applicable fee will be documented within the cancellation request confirmation email.

- (i) Event cancellation of less than six (6) weeks, but greater than or equal to four (4) weeks to the first day of the scheduled Event will result in a \$250 fee as well as charges for any special ordered supplies and/or services rendered including online registration fees from date of signed order to cancellation date;
- (ii) Event cancellation of less than four (4) weeks, but greater than or equal to three (3) weeks to the first day of the scheduled Event will result in a \$350 fee as well as charges for special order supplies and/or services rendered including online registration fees or non refundable travel fees from date of signed order to cancellation date;

- (iii) Event cancellation less than three (3) weeks, but greater than or equal to two (2) weeks prior to the first day of the scheduled Event will result in a \$850 fee as well as charges for any special order supplies and/or services rendered including online registration fees or non refundable travel fees from date of signed order to cancellation date from date of signed order to cancellation date;
- (iv) Event cancellation less than two (2) weeks prior to the first day of the scheduled Event will result in a \$1500 fee as well as charges for any special order supplies and/or services rendered including online registration fees or non refundable travel fees from date of signed order to cancellation date.
- (v) Weather Related Company Cancellation: Events being threatened by an imminent weather condition may be rescheduled at no cost with notification by 3pm, CST the day before an event. An imminent weather condition is defined as a "Storm Warning" (tornado/snow/ice) or other forecasted natural disaster such as a hurricane, earthquake or forest fire as categorized by the National Weather Service - <http://www.nws.noaa.gov/>.
Loss of power or other serious facility issues resulting in the closure of a site rendering the building unsafe and closed to the public and employees the day before or day of an event will not result in a cancellation/rescheduling fee provided the notification to the provider is given a minimum of 4 business hours prior to the event. Vendor reserves the right to verify information with local regulatory agencies, utility companies and/or client locations. Events may be canceled by the Provider if the weather conditions make for unsafe travel for screening staff. Event canceled by service providers will be rescheduled at no cost to the Company.

2. Individual/Offsite Program

Company will be assessed cancellation charges for any Individual/Offsite Program and or Health Provider Form Program canceled as follows:

- (i) Program cancellation after the program has been set up and promotional/ registration materials are provided to the Company will result in a \$250 fee.
- (ii) Program cancellation after registration has started will result in a \$250 fee as well as \$10 per registration/form received by Empower Health Services from the date of a signed order to cancel.

- f. **Non-Payment.** Failure of Company to pay all fees and/or cancellation charges within sixty (60) days after the due date will constitute a material breach of this Agreement and Provider may cancel all remaining Events with notice to Company. Cancellation of Events pursuant to this section shall not relieve Company of its obligation to pay the cancellation charges and all accrued and unpaid fees and reimbursement.

- g. **Late Payment.** Payments not received within sixty (60) days from the applicable invoice date will accumulate interest, until paid, at the rate of one and one-half percent (1.5%) per month on the unpaid balance, equal to an annual percentage rate of eighteen percent (18%), or the maximum rate permitted by applicable law, whichever is less.




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



INTEROFFICE MEMORANDUM

To: County Board
From: Dwight Baird, Sheriff 
Date: May 15, 2025
Re: Body Worn Camera (BWC) purchase with 1 year storage and new redaction software
Copies: Christina Burns, County Administrator

In FY25 capital expenditures KCSO has \$109,565.00 approved for BWC equipment purchase and 5 years of data storage. As KCSO continues to explore technological advancements and improvements we will only be purchasing the equipment and 1 year of storage until a final determination can be made. Therefore, KCSO purchase will be reduced to \$53,863.00. I did sign the quote provided by the sole vendor response and current provider to save 10%, \$3,701.51, price increase starting May 16, 2025.

Our current redaction software capability is no longer available, and we need to purchase new redaction software in the amount of \$8,212.00 for the remainder of FY25. This is below the requirement to go out for bid. At this time this purchase will not require a budget adjustment since we are spending \$55,702.00 less than the budgeted amount of \$109,565.00.

As we continue to explore, evaluate and assess KCSO future needs we will update the County Board if the remaining funds are still needed for FY25.

Please see attached memorandums and quotes for additional information.



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/offices/sheriff



INTEROFFICE MEMORANDUM

To: Sheriff Baird
From: Commander Velez
Date: 05/12/2025
Re: Body Worn Cameras (BWC)
Copies: As needed

Sheriff,

Our existing current body worn cameras (BWC) have reached the end of their operational lifespan. The Kendall County Sheriff's Office-Corrections Division seeks to procure body worn cameras (BWC), docking stations, charging cables, single port docks and body worn camera magnetic mounts based on the general specs below:

- 26 BWC
 - Getac BC-4K cameras to be consistent with existing infrastructure
- 26 Magnetic Mounts (double sided)
- 3-8 Port Multideck MD-04E Station with 150W AC adapter
- 26 Magnetic Quick Release Charging USB Cables (BC-04)
- Warranty/Support. Must have an onboard engineer for assistance
- 26 Single Port Docks (VD-04U), including USB-C to USB-A cables, USB A extension cables (12.5') and USB-A AC Adapter

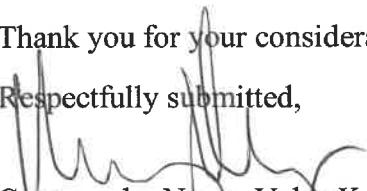
On April 11, 2025, the invitation to bid (ITB) was posted in accordance with the procurement ordinance. Brite was the sole responding quote and the only vendor to submit pricing or a proposal by the deadline.

The capital request for funding of \$109,565.00 was approved in the FY25 budget. Due to anticipated technology changes we are only going to utilize \$53,863.00 to purchase the required equipment and storage through November 30, 2026, instead of the previous request for five years of storage.

Prices on the hardware will increase 10% (\$3,701.50) starting on May 16, 2025. I recommend this attached quote be approved and signed by May 15th, 2025, prior to the price increase.

Thank you for your consideration in this matter.

Respectfully submitted,


Commander Nancy Velez Ke24
Kendall County Sheriff's Office

We have prepared a quote for you

Kendall County Sheriff's Office, IL - (26) Getac BC4K & Datamovers for Corrections

Quote # 007973

Version 1

Prepared for:

Kendall County Sheriff's Office - IL

Jason Langston

JLangston@kendallcountyil.gov

Getac BC4K (5 Yr Warranty)

Description	Price	Qty	Ext. Price
OVWX4XXXXXX5 BC-04-4K - BWC DEVICE, 128GB + UHD/FHD/HD/WVGA, WIFI + GPS + BLE, 5 YEARS WARRANTY, 5 YEARS BATTERY WARRANTY	\$1,173.00	26	\$30,498.00
Subtotal:			\$30,498.00

Docking & Charging

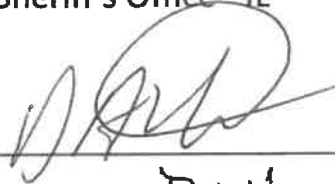
Description	Price	Qty	Ext. Price
OD4C5U 8 PORT MULTIDOCK (MD-04), INCLUDES 150W AC ADAPTER (US), 5 YEAR WARRANTY	\$1,005.00	3	\$3,015.00
ORB46X Body Worn Camera (BC-04), magnetic quick release charging USB cable (3.28 ft)	\$38.00	8	\$304.00
ORBB5U SINGLE PORT DOCK (VD-04U), INCLUDES USB-C TO USB-A CABLE (3.28FT), USB A EXTENSION CABLE (12.5FT), USB-A 10W AC ADAPTER (US), 5 YEAR WARRANTY	\$123.00	26	\$3,198.00
Subtotal:			\$6,517.00

Services

Description	Price	Qty	Ext. Price
GET-OUA04X GETAC VIDEO SOLUTIONS INC. : GETAC CLOUD - MONTHLY PLAN (UNLIMITED)	\$54.00	312	\$16,848.00
Subtotal:			\$16,848.00

Kendall County Sheriff's Office - IL

Signature:



Name:

~~Jason Langston~~ Dwight BAIRD

Date:

5/12/25



KENDALL COUNTY OFFICE OF THE SHERIFF

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



INTRAOFFICE MEMORANDUM

TO: SHERIFF DWIGHT BAIRD
FROM: COMMNDER JASON LANGSTON
SUBJECT: REQUEST FOR BUDGET AMMENDMENT – REDACTION SOFTWARE NOT IN
FY25 BUDGET
DATE: MAY 7, 2025
CC: AS NEEDED

Sheriff Baird,

I am respectfully requesting a budget amendment be submitted to the County Board to allow this office to procure audio/video redaction software. Our current in-car and body worn camera provider, Getac, formerly had a native redaction software capability which is no longer available. Due to the steady increase in freedom of information act requests for various body worn camera and in-car audio/video recordings we are currently unable to be fully compliant with the freedom of information act due to the lack of ability to properly redact recorded media of various incidents. Additionally, the amount of labor time spent completing these requests continues to increase resulting in extension requests for responsive records.

Getac has partnered with a third-party vendor, Veritone, to provide AI assisted advanced redaction capabilities within our Getac video storage environment to maintain proper audit trails of videos, minimize processing time, and reduce costs from purchasing a standalone redaction product or solution. This addition to our Getac products is provided through our current vendor Brite and can be activated rapidly. This solution will not require competitive bidding as it is an additional service from our current provider and is less expensive than standalone alternatives.

It is my recommendation that the attached quote be approved and a budget amendment made in the amount of \$8,212 into contractual services to cover this needed product for the remainder of FY25. The costs in future fiscal years will be budgeted for through our usual budgeting and allocation process.

Respectfully,

Commander Jason Langston #61



We have prepared a quote for you

Kendall County Sheriff's Office, IL - Veritone Integration

Quote # 011067

Version 1


Prepared for:

Kendall County Sheriff's Office - IL


Jason Langston

JLangston@co.kendall.il.us

Veritone Advanced Redaction

Description	Price	Qty	Ext. Price
OUAR1M Advanced Redaction (Veritone) per Device per Month  VERITONE.	\$9.00	868	\$7,812.00
Price is based on 46 In Cars Systems / 78 Body Worn Cameras = 124 Users times 7 months = 868 Units, until FY2026 can be approved.			
Subtotal:			\$7,812.00

Deployment Services

Description	Price	Qty	Ext. Price
OZX09X-BR Brite Remote Getac Video Services (4hrs) 	\$400.00	1	\$400.00
Subtotal:			\$400.00

Kendall County Sheriff's Office - IL

Signature:



Name:

~~Jason Langston~~

Dwight BAIRD

Date:

5/15/25



Kendall County Agenda Briefing

Meeting Type: County Board Meeting

Meeting Date: 5/20/2025

Subject: Approval of Resolution for Credit Card Policy and Credit Card Acknowledgement

Prepared by: Amber Garry, Finance Analyst

Department: Administration

Action Requested:

Approval of Resolution for Credit Card Policy and Credit Card Acknowledgement

Board/Committee Review:

Finance Committee 4/24/25

Fiscal impact:

N/A

Background and Discussion:

The Kendall County Board authorizes the issuing of credit cards for employees to purchase supplies, materials, services, travel and equipment. This resolution helps establish policies providing for the use and accountability of credit card purchases.

Staff Recommendation:

Approval of Resolution for Credit Card Policy and Credit Card Acknowledgement

Attachments:

Resolution for Credit Card Policy

Credit Card Acknowledgement

County of Kendall, Illinois

Resolution 2025 - _____

Resolution Establishing Credit Card Policy DRAFT

WHEREAS, Kendall County may authorize the use of credit cards by employees for the purchase of supplies, materials, services, travel, and equipment; and

WHEREAS, Kendall County recognizes the need to establish policies providing for the use and accountability of credit card purchases.

NOW, THEREFORE, BE IT RESOLVED, by the Kendall County Board that the following policy is adopted to govern the use of County-issued credit cards by County employees:

1. All credit card requests shall be presented by the employee's department head (or by the department head if the department head is requesting a credit card for themselves) at the Finance & Budget Committee meeting prior to establishing an account with the bank.
2. If the Finance and Budget Committee approves the request for the employee to receive a credit card, the card shall be issued in the name of the employee.
3. The credit card accounts for County-issued cards shall be administered and cards shall be issued by the Treasurer's Office.
4. The Administration Department shall review monthly credit card statements and receipts, and process payment of the statements.
5. Credit cards are a method of payment and supplement to the procurement process and all purchases must be made in accordance with the County's Procurement Ordinance.
6. All purchases made with a County-issued credit card shall be accounted for with itemized purchase receipts retained from the point of sale at which the item(s) were purchased. The cardholder is responsible for monthly reconciliation of credit card statements. All itemized receipts and necessary documentation are to be attached to the credit card statement, signed and dated by the cardholder, and be submitted to the designated accounts-payable person in their department to be entered for payment in the first check run of the month.
7. Personal use of any kind of a County-issued credit card is strictly prohibited and unauthorized charges are the responsibility of the employee. A purchase that would be ineligible for reimbursement under the Reimbursement Policy established by the County's Employee Handbook may not be made with a County-issued credit card unless the employee's supervisor deems the purchase necessary for the employee's current work assignment. Misuse of a County-issued credit card will be considered grounds for disciplinary action up to and including termination.
8. County-issued credit cards may not be used to pay for meals that have been paid through per diem.
9. Issues with lost or stolen cards or suspected fraudulent activity must be reported immediately to the Treasurer's office.
10. All employees issued a credit card must sign a credit card acknowledgement form referencing this policy (see Attachment A). Additional cardholder responsibilities will be communicated as necessary.
11. If an Elected Official with control of the internal operations of their office wishes for themselves or any of their employees to obtain a credit card administered through the Treasurer's Office, the Elected Official shall request the card be issued in accordance with this policy. Nothing in this policy shall be construed as prohibiting an Elected Official with control of the internal operations of their office from establishing and administering their own credit card account for the use of themselves and their employees.

Approved and adopted by the County Board of Kendall County, Illinois, this _____ day of _____ 2025.

Attest:

Matt Kellogg
County Board Chairman

Debbie Gillette
County Clerk and Recorder

Attachment A
Kendall County
Credit Card Acknowledgement

Employee Name: _____ Job Title: _____
Department: _____ Credit Limit: _____

I understand and agree that:

1. The card is issued in my name and I will be responsible for its safe keeping.
2. The card is used for purchases related to official county business only.
3. I will not use the credit card to withdraw cash.
4. I will not use the credit card for personal purchases for myself or others.
5. I will ensure all purchases will be made in accordance with the County's Procurement Ordinance.
6. I will advise all vendors that the purchase is tax exempt and will provide a copy of the tax-exempt certificate if requested.
7. I will report a lost or stolen card immediately to the Treasurer's Office.
8. I will report any suspected fraudulent activity immediately to the Treasurer's Office.
9. I will assist the Treasurer's Office in resolving any disputes.
10. I will retain and submit all itemized purchase receipts from the point of sale at which the item(s) were purchased.
11. I am responsible for the monthly reconciliation of my credit card statements. I will download the monthly credit card statement, attach all itemized receipts and necessary documentation, and submit the signed and dated reconciliation to the designated accounts payable person in my department to be processed.
12. I acknowledge that any late fees and interest is the responsibility of my department.
13. I agree to surrender the card immediately upon termination of employment, whether for retirement, voluntary or involuntary reasons.
14. I understand that I am subject to routine verification of my credit card and may be asked to provide it to verify at any given time.
15. The county can terminate my privilege to use the credit card at any time for any reason. I agree to return the card to Kendall County immediately upon request.
16. I have reviewed the attached Credit Card Policy and understand the procedures and requirements for using the county issued credit card.

Employee signature: _____ Date: _____

Manager's signature: _____ Date: _____



Kendall County Agenda Briefing

Meeting Type: County Board

Meeting Date: 5/25/2025

Subject: ASSIGNMENT OF THE OCTOBER 4, 2022 GRANT AGREEMENT FOR DISBURSEMENT AND USE OF KENDALL COUNTY'S AMERICAN RESCUE PLAN ACT FUNDS

Prepared by: Jennifer Breault, Finance and Budget Analyst

Department: Administration

Action Requested:

Assignment Of the October 4, 2022 Grant Agreement For Disbursement And Use Of Kendall County's American Rescue Plan Act Funds

Board/Committee Review:

Committee of the Whole

Fiscal impact:

N/A

Background and Discussion:

This amendment is to reflect that 211 has been integrated into United Way, and accordingly, United Way will assume all obligations, responsibilities, liabilities, and commitments previously associated with 211 in relation to Kendall 211.

Staff Recommendation:

Approval of Assignment of The October 4, 2022 Grant Agreement For Disbursement And Use Of Kendall County's American Rescue Plan Act Funds

Attachments:

Assignment Of the October 4, 2022 Grant Agreement For Disbursement And Use Of Kendall County's American Rescue Plan Act Funds

**ASSIGNMENT OF THE OCTOBER 4, 2022 GRANT AGREEMENT FOR
DISBURSEMENT AND USE OF KENDALL COUNTY’S AMERICAN
RESCUE PLAN ACT FUNDS**

THIS ASSIGNMENT (“Assignment”) assigns the grant agreement between the County of Kendall, Illinois, a unit of local government (“County”), and Kendall County 211, Inc., a non-profit 501(c)3 organization in good standing (“Kendall 211”), approved October 4, 2022, and previously amended (the “Agreement”). By the terms of this Assignment, Kendall 211’s rights and obligations under the Agreement are assigned to and assumed by Fox Valley United Way, a non-profit 501(c)3 organization in good standing (“United Way”).

RECITALS

WHEREAS, Kendall 211 was created for the purpose of operating a 211 hotline service for the residents of Kendall County; and

WHEREAS, the County and Kendall 211 entered into an Agreement whereby the County agreed to distribute to Kendall 211 Grant funds from the Coronavirus State and Local Fiscal Recovery Funds the County had received from the federal government under the American Rescue Plan Act of 2021; and

WHEREAS, the Agreement was amended by agreement of the County and Kendall 211 on June 27, 2023 (“First Amendment”); and

WHEREAS, the Agreement was amended by agreement of the County and Kendall 211 on November 19, 2024 (“Second Amendment”); and

WHEREAS, pursuant to the Agreement and the subsequent Amendments, the Grant funds provided by the County to Kendall 211 were to be used by Kendall 211 for the operation of the 211 service; and

WHEREAS, by separate agreement, Kendall 211 and United Way have agreed that Kendall 211 will be merged into United Way and that United Way will be assuming the operations of the 211 service; and

WHEREAS, because United Way will be operating the 211 service, Kendall 211 desires to assign its rights and obligations under the Agreement to United Way; and

WHEREAS, United Way desires to assume Kendall 211’s rights and obligations under the Agreement; and

WHEREAS, because United Way will be operating the 211 service, the County agrees to permit an assignment of Kendall 211's rights and obligations under the Agreement to United Way.

NOW THEREFORE, the County, Kendall 211, and United Way agree as follows:

1. The recitals set forth above are incorporated into this Assignment by reference and made a part thereof.
2. Kendall 211 hereby transfers and assigns to United Way, and United Way hereby acquires from Kendall 211 all of Kendall 211's rights and interests in the Agreement, as amended, of whatever kind or nature, and United Way hereby assumes and agrees to perform all obligations, duties, liabilities, and commitments of Kendall 211 under the Agreement, as amended, of whatever kind or nature.
3. Notwithstanding anything in this Assignment to the contrary, Kendall 211 shall remain obligated, as a principal and not a guarantor, to the County with respect to all of Kendall 211's obligations, duties, liabilities, and commitments under the Agreement, as amended, of whatever kind or nature.
4. Notwithstanding the restrictions on assignment stated in Section 4 of the Agreement, the County and Kendall 211 consent to the terms of this Assignment.
5. Notwithstanding the requirements set forth in Section 3 of the Agreement, as amended, limiting the use of Fiscal Year 2025 Grant funds to payment to PATH for call center services, the County consents to the use of FY 2025 Grant funds for a call center service other than PATH. If United Way utilizes a call center provider other than PATH, it shall provide the County with a copy of its contract for those call center services. The maximum amount of FY 2025 Grant funds remains \$20,000.00, and the timeframe for spending and reporting those Grant funds remains unaltered by this Assignment.
6. Except as specifically modified by the First Amendment, the Second Amendment, and this Assignment, the Agreement remains in full force and effect.

AGREED TO AND ACCEPTED

KENDALL COUNTY, ILLINOIS

KENDALL COUNTY 211, INC.

Matt Kellogg
Kendall County Board Chair

NAME
JOB TITLE

Attest: _____
Debbie Gillette
Kendall County Clerk

Attest: _____

Date: _____

Date: _____

UNITED WAY FOX VALLEY

NAME
JOB TITLE

Attest: _____

Date: _____

KENDALL COUNTY
Ordinance No. _____

An Ordinance Granting Variance to the Kendall County Highway Access Regulation Ordinance-Plainfield Road

WHEREAS, access to Kendall County Highways has been regulated by the Kendall County Board through the Kendall County Highway Access Regulation Ordinance, originally adopted by the Board on May 18, 1999 and notwithstanding subsequent revisions; and

WHEREAS, Plainfield Road (County Highway 22) has been classified as an Access 2 Highway in said Ordinance, requiring a spacing between private accesses of not less than 1,320 feet; and

WHEREAS, Madhuvan 11, LLC, hereinafter referred to as "Petitioner", has petitioned Kendall County for the installation of a single, full-access driveway to Plainfield Road, said access being located approximately 415' northwest of Woolley Road, a public street, as depicted on the attached Exhibit A; and

WHEREAS, said location would violate the established spacing criteria for private access locations on Plainfield Road; and

WHEREAS, said full access location was originally proposed as part of a Final Plat of Subdivision for Stone Hill Plaza, recorded in Kendall County on January 11, 2007; and

WHEREAS, said full access would provide access not only to the Petitioner, but also to other lots in the immediate vicinity of the Petitioner; and

WHEREAS, in consideration of the long-proposed access to Plainfield Road, the relatively low volume of the private access proposed, and mutual benefit to several lots in the vicinity of the Petitioner's lot,

THEREFORE, BE IT ORDAINED, that the Kendall County Board hereby grants a variance to the Kendall County Highway Access Regulation Ordinance, for the specified purpose, subject to the terms and conditions imposed herein.

1. The above-listed recitals are incorporated herein as if fully set out herein.
2. That a variance is hereby granted to the Petitioner, his heirs and assigns, for the installation of a single, full-access driveway on the northeast side of Plainfield Road approximately 415' northwest of Woolley Road in the corporate limits of the Village of Oswego, IL. Said access shall conform in all ways to the construction requirements of the Kendall County Highway Department and shall be constructed at no cost to the Department.
3. That said access shall be located within the platted easement of Stone Hill Plaza, as depicted on the attached Exhibit A and shall be constructed for no other purpose.
4. Any exceptions, violations or noncompliance to the requirements contained herein, on behalf of the petitioner, will result in the immediate forfeiture of the variance.

Approved by the County Board of Kendall County, State of Illinois.

Matt Kellogg – Kendall County Board Chairman

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 an ordinance 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

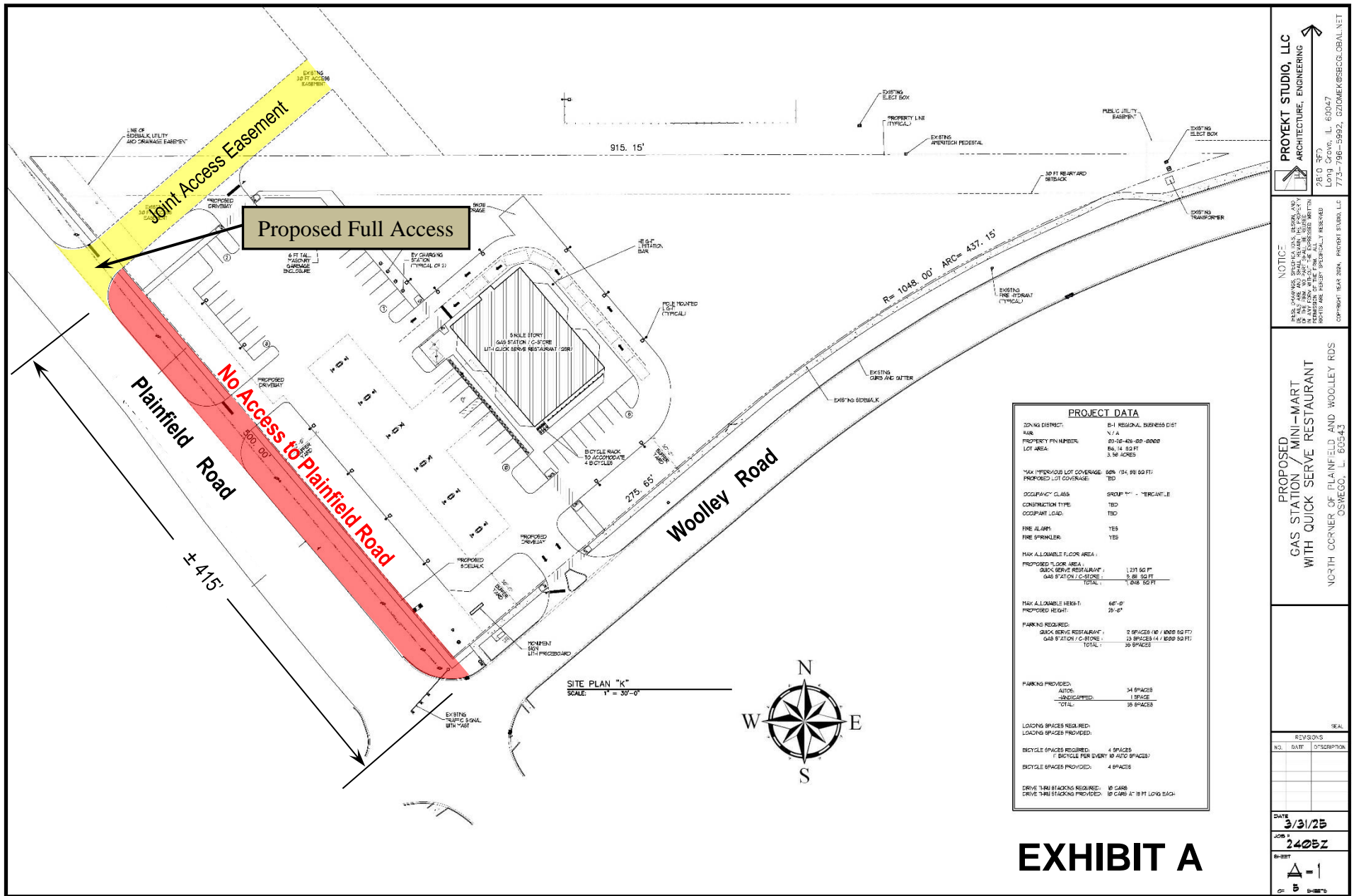


EXHIBIT A

KENDALL COUNTY SHERIFF'S OFFICE

MONTH-END REPORT



APRIL

2025

Submitted by: Sheriff Dwight A. Baird

OPERATIONS DIVISION

POLICE SERVICES	April-23	April-24	March-25	April-25
Calls for Service	685	714	796	770
Police Reports	308	358	323	226
Total Arrests	101	147	128	130
Ordinance Citations Issued	1	0	0	1

TRAFFIC SERVICES				
Traffic Contacts	564	634	390	420
Traffic Citations Issued	231	260	150	176
DUI Arrests	7	5	7	3

TRAFFIC CRASH INVESTIGATIONS				
Property Damage	38	36	34	41
Personal Injury	9	9	4	7
Fatalities	0	0	1	0
TOTAL CRASH INVESTIGATIONS	47	45	39	48

VEHICLE USAGE				
Total Miles Driven by Sheriff's Office	52,761	65,850	53,147	53,608
Vehicle Maintenance Expenditures	\$3,091	\$17,190	\$8,994	\$2,130
Fuel Expenditures	\$13,751	\$18,466	\$13,108	\$13,010
Fuel Gallons Purchased	3,967	5,044	4,342	4,209
Squad Damage Reports	0	0	0	1

AUXILIARY DEPUTIES				
Ride-A-Long Hours	0	0	0	0
Auxiliary Hours	25	63	101	48
TOTAL AUXILIARY HOURS	25	63	101	48

EVIDENCE/PROPERTY ROOM				
New Items into Property Room	115	106	157	98
Disposal Orders Processed	28	33	36	43
Items Disposed Of	164	82	9	192
Items Sent to Crime Lab for Processing	32	8	32	7

INVESTIGATIONS/COPS ACTIVITIES				
Total Assigned Cases (Patrol/Invest)	20	40	40	40
Total Closed Cases (Patrol/Invest)	28	28	27	35
Total Open Cases (Patrol/Invest)	105	99	138	143
Community Policing Meetings/Presentations	23	23	19	23

Sex Offender / Violent Offenders Against Youth Registrations				
Sex Offender Registrations	10	9	12	8
Sex Offender - Address Verifications Completed	0	0	0	0
Sex Offender - Address Verification Attempted	0	1	0	0
Total # of Sex Offenders- Jurisdiction	30	35	33	33
Total # of Sex Offenders- Entire County	87	91	89	86
Violent Offenders Against Youth Registrations	2	2	3	3
VOAY - Address Verification Completed	0	0	0	0
VOAY - Address Verification Attempted	0	0	0	0
Total # of VOAY- Jurisdiction	10	5	8	8
Total # of VOAY- Entire County	26	26	28	28

RECORDS DIVISION

SHERIFF SALES	April-23	April-24	March-25	April-25
Sales Scheduled	10	15	10	4
Sales Cancelled	8	11	5	2
Sales Conducted	2	4	5	2
CIVIL PAPERWORK				
Papers Filed/Received	162	219	208	169
Papers Served/Executed	131	160	160	134
ORDERS OF PROTECTION				
OP Received	10	15	28	20
OP Prohibiting Firearms	8	11	4	0
OP Served	2	4	22	31
REPLEVINS/LEVY				
Replevin/Levy Scheduled	0	3	0	0
Replevin/Levy Conducted	0	2	0	0
SA, SUBPOENA &FOIA REQUESTS				
Electronic and Recording Copy Requests	77	55	60	55
Body/Dash Cam Requests	na	na	13	27
Accident Reports	13	12	13	11
Background Checks	22	33	52	39
Reports	64	86	83	66
Subpoenas	7	1	3	3
TOTAL REQUESTS	183	187	224	201
WARRANTS				
Total Warrants on File	1,542	1,168	1,174	1,145
New Warrants Issued	115	111	130	115
Total Warrants Served	132	94	86	118
Warrants Quashed	22	36	15	26
EVICCTIONS				
Evictions Scheduled for Month	11	11	12	8
Evictions Cancelled	1	6	6	3
Evictions Conducted	10	5	6	5
FEES				
Civil Process Fees	\$6,679	\$7,385	\$11,775	\$10,095
Sheriff Sales Fees	\$600	\$1,500	\$2,100	\$1,500
Records Fees/Fingerprinting	\$120	\$220	\$533	\$360
Bond Processing Fees	\$2,539	\$1,928	\$887	\$900
TOTAL FEES COLLECTED	\$9,937	\$11,034	\$15,295	\$12,855

CORRECTIONS DIVISION

JAIL POPULATION				
New Intake Bookings	205	191	215	232
Inmates Released	190	190	203	230
Federal Inmate ADP	16	10	6	7
Kendall County Inmate ADP	71	51	53	48
Other Jurisdictions Inmate ADP	4	5	5	6
Average Daily Population	91	66	64	61
ADP of inmates housed in other Jurisdictions	11	4	4	3

JAIL MEALS	April-23	April-24	March-25	April-25
Number of Meals Prepared Consolidated/Aramark	7,915	6,103	6,084	5,623
Price Per Meal	\$3.07	\$3.08	\$4.01	\$4.01

INMATE TRANSPORTS

To and From Kendall County Courthouse	60	53	49	56
Other County Court Transports	2	1	2	0
Out of County Prisoner Pickups	10	16	18	21
To I.D.O.C	2	2	2	1
Medical/Dental Transports	5	5	2	2
Court ordered medical transports	1	2	0	0
Juvenile To and From Youth Homes/Courts	18	7	5	6
Federal Transports	5	3	4	2
To and From Kane County Jail	21	12	5	6
TOTAL INMATE TRANSPORTS	124	101	87	94

INMATE WORK CREWS

Number of Inmates	0	2	2	0
Number of Locations	0	1	1	0
Total Hours Worked	0	5	2	0

REVENUE

Amount Invoiced for Inmates Housed for Other Juris.	\$3,235	\$2,400	\$2,418	\$6,006
Amount Invoiced for Federal Housing	\$39,360	\$26,220	\$17,112	\$18,032
Amount Invoiced for Federal Court Transport	\$1,287	\$1,445	\$170	\$737
Amount Invoiced for Federal Medical Transport	\$524	\$238	\$460	\$0
TOTAL INVOICED	\$44,406	\$30,304	\$20,160	\$24,775

MEDICAL BILLING

Medical Contractual Services	\$21,917	\$21,917	\$48,229	\$22,085
Prescriptions	\$2,587	\$900	\$925	\$0
Medical	\$1,353	\$5,041	\$280	\$5
Dental	\$109	\$0	\$244	\$0
Emergency Medical Services	\$0	\$164	\$313	\$0
Medical Supplies	\$65	\$174	\$90	\$103
TOTAL MEDICAL BILLING	\$26,030	\$28,195	\$50,080	\$22,193

Housing Expense

Kane County Jail	\$31,275	\$450	\$0	\$0
TOTAL HOUSING EXPENSE	31,275	450	\$0	450

COURT SECURITY

Entries	10,290	11,407	12,203	12,774
Items X-rayed	4,529	4,694	4,917	5,134
Bond Call - In Person	8	91	116	131
Bond Call - Video	53	0	0	0
Kendall Prisoners	71	60	47	39
Other Prisoners	13	15	17	21
Arrests made at Courthouse	25	19	17	23
Contraband Refused	56	56	68	84

ELECTRONIC HOME MONITORING

TOTAL DEFENDANTS ORDERED TO EHM	April-23	April-24	March-25	April-25
Juvenile	6	3	6	7
Adult	67	75	56	65
TOTAL PARTICIPANTS	73	78	62	72

Orders	April-23	April-24	March-25	April-25
Presentenced	70	63	55	66
Bischof	30	30	25	27
Post Sentenced	3	15	7	6

Days Defendants Served on EHM	April-23	April-24	March-25	April-25
Juvenile	121	62	146	181
Adult	1,888	2,012	1,651	1,789
TOTAL DAYS	2,009	2,074	1,797	1,970

EHM VIOLATIONS	April-23	April-24	March-25	April-25
Juvenile	1	0	2	1
Adult	7	4	5	5
TOTAL VIOLATIONS	8	4	7	6

COST vs. COLLECTIONS	April-23	April-24	March-25	April-25
Cost	\$5,284	\$5,455	\$4,726	\$5,181
Collected	\$1,968	\$2,225	\$4,108	\$11,642

KCSO TRAINING

CORRECTIONS DIVISION	April-23	April-24	March-25	April-25
NATURE OF TRAINING				
Annual Mandatory Firearms Quals				25
Basics of Search & Seizure				8
Breath Alcohol Operator				8
Conflict & Dispute Resolution				1
Corrections Liability				2
CourtSmart				0.5
Crisis Intervention Team				80
Cultural Awareness & Diversity				1
Developing Effective Communication Skills				23
Drug Withdrawal in Jail				6
FBI LEEDA CLI				56
Handling Medical Emergencies				22
Hostage Negotiations				2
KC Annual Unlawful Harassment				0.75
LEADS Re-Cert				1.5
Lexipol DTB's				20.25
NEOGov Cybersecurity Data Privacy & Security				0.25
NEOGov Illinois Identity Protection Act				0.5
OC Pepper Spray				0.5
Off Duty Qual				15
Out of State Warrants				6.5
Security & Privacy LEADS				4.5
Stress Management for Correctional Officers				1
Suburban & Collar County Gang Awareness				8
Why Law Enforcement Hires Go Bad				1
TOTAL HOURS	329.00	220.25	258.50	294.25

OPERATIONS DIVISION	April-23	April-24	March-25	April-25
NATURE OF TRAINING				
40 Hour Firearms Instructor				40
40 Hour Instructor Development				80
ARIDE (Advanced Roadside Impaired Driving Enforcement)				32
Annual Mandatory Firearms Quals				106
Annual Shotgun Quals				39.5
Basics of Search & Seizure				8

Breath Alcohol Operator	8
CourtSmart	11.5
Cybersecurity: Data Privacy & Safe Computing	1
Emergency Medical Response	1
FBI LEEDA CLI	56
Firearms Restraining Order Act Awareness	1
Forensic Investigations for all LEOs	3
International Conf. on Sex Assault, Domestic Violence	24
LEADS Re-Cert	1.5
Less Lethal Bean Bag Quals	14
Lexipol DTB's	22.5
Mental Health Awareness	5
Mental Health Awareness & Response: Intro to CIT	8
NEOGov Illinois Identity Protection Act	1
NHTSA Standardized Field Sobriety Tests	96
Off Duty Qual	18
Patrol CQB/Building Searching Instructor	48
Peer Support for 1st Responders	24
Policy 315	2
Proactive Patrol Tactics	16
Rifle Qual	41
Security & Privacy LEADS	6
Surviving Cross Examination	78

TOTAL HOURS	2295.00	639.25	420.25	792.00
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COURT SECURITY	April-23	April-24	March-25	April-25
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NATURE OF TRAINING

CourtSmart	3.5
Developing Effective Communication Skills	6
Handling Medical Emergencies	5
Lexipol DTB's	4.5
Out of State Warrants	1.75

TOTAL HOURS	35.00	24.00	86.50	20.75
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ADMINISTRATION DIVISION	April-23	April-24	March-25	April-25
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NATURE OF TRAINING

AIG IL Chapter Webinar	4
CourtSmart	1
KC Annual Unlawful Harassment	0.75
Maintaining Mental Health in Community Supervision	1
NEOGov Cybersecurity Data Privacy & Security	0.25
NEOGov Illinois Identity Protection Act	0.5
Surviving Cross Examination	4

TOTAL HOURS	6.00	5.00	8.50	11.50
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AUXILIARY	April-23	April-24	March-25	April-25
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NATURE OF TRAINING

Lexipol	2.75	0.25
Annual Firearms Qual		1

TOTAL HOURS	18.00	3.50	2.75	1.25
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PART TIMERS	April-23	April-24	March-25	April-25
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NATURE OF TRAINING

Annual Mandatory Firearms Qual	4.5
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CourtSmart				2
LEADS Re-Cert				1.5
Lexipol DTB's				4.5
Security & Privacy LEADS				1.5
Surviving Cross Examination				8
TOTAL HOURS	24.00	7.50	40.75	22.00

Kendall County Clerk				
Revenue Report		4/1/25-4/30/25	4/1/24-4/30/24	4/1/23-4/30/23
Line Item	Fund			
CLKFEE	County Clerk Fees	\$619.00	\$588.00	\$467.50
MARFEE	County Clerk Fees - Marriage License	\$1,380.00	\$990.00	\$1,020.00
CIVFEE	County Clerk Fees - Civil Union	\$0.00	\$30.00	\$30.00
ASSUME	County Clerk Fees - Assumed Name	\$20.00	\$60.00	\$35.00
CRTCOP	County Clerk Fees - Certified Copy	\$2,394.00	\$1,652.00	\$1,500.00
MISINC	County Clerk Fees - Misc	\$10.00	\$171.40	\$51.02
	County Clerk Fees - Misc Total	\$4,423.00	\$3,491.40	\$3,103.52
RECFEE	County Clerk Fees - Recording	\$23,275.00	\$22,405.00	\$17,271.00
	Total County Clerk Fees	\$27,698.00	\$25,896.40	\$20,374.52
CTYREV	County Revenue	\$47,744.00	\$59,994.75	\$37,036.50
DCSTOR	Doc Storage	\$19,895.90	\$16,994.65	\$9,929.50
GISMAP	GIS Mapping	\$42,000.00	\$40,890.00	\$31,506.00
GISRCD	GIS Recording	\$6,303.00	\$9,246.75	\$2,100.00
INTRST	Interest	\$134.92	\$95.58	\$108.60
RECMIS	Recorder's Misc	\$3,016.50	\$1,510.47	\$855.50
RHSP	RHSP/Housing Surcharge	\$22,284.00	\$21,168.00	\$8,415.00
TAXCRT	Tax Certificate Fee	\$2,000.00	\$1,360.00	\$1,200.00
TAXFEE	Tax Sale Fees	\$40.00	\$10.00	\$0.00
PSTFEE	Postage Fees	\$209.00	\$8.69	\$0.00
CK # 19999	To KC Treasurer	\$171,325.32	\$177,175.29	\$111,525.62
Death Certificate Surcharge sent from Clerk's office \$1292.00 ck # 19997				
Dom Viol Fund sent from Clerk's office \$230.00 ck 19998				

Office of Jill Ferko

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

Kendall County General Fund

QUICK ANALYSIS OF MAJOR REVENUES AND TOTAL EXPENDITURES AS OF MONTH END 04/30/2025

<u>REVENUES*</u>	<u>Annual Budget</u>	<u>2025 YTD Actual</u>	<u>2025 YTD% %</u>	<u>2024 MTD Actual</u>	<u>2024 MTD %</u>
Personal Property Repl. Tax	\$650,000	\$153,634	23.64%	\$242,131	26.46%
State Income Tax	\$3,640,768	\$1,542,042	42.35%	\$1,440,195	44.88%
Local Use Tax	\$810,000	\$198,657	24.53%	\$260,751	32.19%
State Sales Tax	\$700,000	\$275,195	39.31%	\$298,131	49.69%
County Clerk Fees	\$300,000	\$97,295	32.43%	\$82,644	23.61%
Circuit Clerk Fees	\$1,310,000	\$538,298	41.09%	\$498,926	49.89%
Fines & Foreits/St Atty.	\$310,000	\$138,171	44.57%	\$173,179	66.61%
Building and Zoning	\$100,000	\$51,487	51.49%	\$42,723	50.26%
Interest Income	\$800,000	\$741,517	92.69%	\$1,029,872	158.44%
Health Insurance - Empl. Ded.	\$1,398,187	\$597,983	42.77%	\$575,831	35.02%
1/4 Cent Sales Tax	\$3,906,000	\$1,328,956	34.02%	\$1,206,523	36.78%
County Real Estate Transf Tax	\$450,000	\$182,972	40.66%	\$155,126	34.47%
Federal Inmate Revenue	\$201,480	\$87,952	43.65%	\$94,688	18.80%
Sheriff Fees	\$121,765	\$48,082	39.49%	\$60,984	56.86%
TOTALS	\$14,698,200	\$5,982,240	40.70%	\$6,161,703	44.44%
Public Safety Sales Tax	\$8,000,000	\$2,448,791	30.61%	\$2,183,645	27.30%
Transportation Sales Tax	\$8,000,000	\$2,448,791	30.61%	\$2,183,645	27.30%

****All Accruals for FY24 have been completed at this time. So these figures are where we currently stand for FY2025**

*Includes major revenue line items excluding real estate property taxes which are to be collected later.

EXPENDITURES

All General Fund Offices/Categories

\$33,339,239	\$10,729,919	32.18%	\$9,999,000	32.92%
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**Office of the Kendall County Coroner
Jacquie Purcell**

**Monthly Report
April 2025**

- * In April, there were 25.5 hours of community service served at the Kendall County Coroner's Office.
- * Chief Deputy Levi Gotte provided instruction at IVCC on April 14.
- * The DEA Takeback Event was held on April 28.

During the month of April, the Kendall County Coroner's Office collected:

Unused/Expired Medications:

April: 53.3 pounds

SHARPS:

April: 64.7 pounds

DEA Takeback Event:

Medications to DEA: 125.0 pounds

Medications Total: 175.9 pounds

SHARPS: 46.4 pounds

Diabetic Supplies Donations: 19.5 pounds

Deaths Report to the M.E.		Deaths Investigations	
April 2025	40	April 2025	4
YTD	143	YTD	22

MEI Scene Investigations		Postmortem Examinations	
April 2025	3	April 2025	2
YTD	23	YTD	9

Manner of Death						
	Natural	Accident	Suicide	Homicide	Undetermined	Pending
April 2025	37	2	0	0	0	1
YTD	131	6	5	0	0	1

Cremation Permits Issued	
April 2025	28
YTD	93

Case Number	MOD	COD	DOB	DOD	Autopsy	Scene
2025-0104	Natural	Neoplasm/Cancer	12-12-1953	04-01-2025	None	No
2025-0105	Natural	Cardiac	02-01-1935	04-02-2025	None	No
2025-0106	Natural	Neoplasm/Cancer	06-18-1940	04-02-2025	None	No
2025-0107	Natural	Cardiac	04-06-1937	04-03-2025	None	No
2025-0108	Natural	Dementia-Alzheimers	02-20-1940	04-03-2025	None	No
2025-0109	Natural	Pulmonary-COPD	08-04-1935	04-03-2025	None	No
2025-0110	Natural	Neoplasm/Cancer	06-08-1942	04-05-2025	None	No
2025-0111	Natural	Cardiac-Infarct NOS	01-06-1938	04-05-2025	None	No
2025-0112	Natural	Neoplasm/Cancer	11-25-1976	04-05-2025	None	No
2025-0113	Natural	Nervous System	01-01-1952	04-05-2025	None	No
2025-0114	Natural	Dementia-Alzheimers	01-28-1944	04-06-2025	None	No
2025-0115	Natural	Dementia-Alzheimers	09-02-1939	04-06-2025	None	No
2025-0116	Natural	Neoplasm/Cancer	04-05-1956	04-07-2025	None	No
2025-0117	Natural	Neoplasm/Cancer	03-30-1940	04-10-2025	None	No
2025-0118	Natural	Neoplasm/Cancer	04-05-1960	04-10-2025	None	No
2025-0119	Natural	Nervous System	07-27-1951	04-11-2025	None	No
2025-0120	Natural	Neoplasm/Cancer	04-03-1943	04-11-2025	None	No
2025-0121	Natural	Neoplasm/Cancer	12-07-1965	04-12-2025	None	No
2025-0122	Accident	Fall	03-11-1942	04-12-2025	None	No
2025-0123	Natural	Nonspecific Natural	07-04-1940	04-13-2025	None	No
2025-0124	Natural	Renal Disease	11-18-1929	04-14-2025	None	No
2025-0125	Natural	Cardiac	04-04-1933	04-14-2025	None	No
2025-0126	Natural	Neoplasm/Cancer	01-22-1943	04-17-2025	None	No
2025-0127	Natural	Cardiac-Anomaly	08-18-1944	04-18-2025	None	No
2025-0128	Natural	Pulmonary	12-01-1951	04-18-2025	None	No
2025-0129	Pending	Asphyxia-Drowning	10-04-1988	04-21-2025	Full	Yes
2025-0130	Natural	Neoplasm/Cancer	05-08-1942	04-21-2025	None	No
2025-0131	Natural	Dementia-Alzheimers	02-20-1936	04-23-2025	None	No
2025-0132	Natural	Cardiac	06-16-1935	04-24-2025	None	No
2025-0133	Natural	Cardiac	07-16-1937	04-24-2025	None	No
2025-0134	Natural	Cardiac	06-15-1956	04-25-2025	None	No
2025-0135	Natural	Neoplasm/Cancer	09-04-1939	04-25-2025	None	No
2025-0136	Natural	Cardiac	01-11-1946	04-26-2025	None	No
2025-0137	Natural	Nonspecific Natural	04-30-1937	04-26-2025	None	No
2025-0138	Natural	Nonspecific Natural	02-02-1938	04-26-2025	None	No
2025-0139	Natural	Cardiac-ASCVD-IHD and Hypertension	04-03-1975	04-28-2025	None	Yes

Case Number	MOD	COD	DOB	DOD	Autopsy	Scene
2025-0140	Natural	Nervous System	10-17-1955	04-28-2025	None	No
2025-0141	Natural	Cardiac	05-18-1941	04-29-2025	None	No
2025-0142	Natural	Neoplasm/Cancer	10-18-1972	04-29-2025	None	No
2025-0143	Accident	MVCrash-Driver	06-13-1979	04-30-2025	Full	Yes

Kendall County Emergency Management Agency

1102 Cornell Lane, Yorkville Illinois 60560

Roger Bonuchi, Director

Rob DeLong, Deputy Director

Emergency Management Report

April 2025

○ KCEMA Operations

- No Change: 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 – Implementation of D4H for incident management and personnel modules is complete. We are preparing to invite county municipalities, fire departments, police, and school districts to join the incident management portal.
- 4 amateur radio students passed their Tech-level FCC test and are licensed amateur radio operators now. The test sessions was conducted in the EOC May 6th.
- KCEMA members attended SPARK! at the Plano YMCA on April 29th. We demonstrated how to splint an arm or leg with the kids doing the splinting while we directed.
- KCEMA will host a Traffic Incident Management (TIMS) course here in the EOC and in the parking lot of the courthouse on Saturday May 24th. Students will be IDOT certified afterwards. We are collaborating with Sandwich and Aurora EMA.

○ Nuclear

- The April 8th Dresden Nuclear Exercise After Action Report has been published.

○ UCP

- The UCP is back in service. Several projects are in the works for equipment upgrades.
- ILEAS is hosting a communications exercise this summer; "Prairie Voice" sometime in June. We will be a participant. The exercise will be center on the UCP operations.

○ Search & Rescue

- SAR training was conducted April 12th in Carol Stream. 5 of our SAR team members participated.

- **CERT**
 - Both Oswego and the Sheriff's Youth Academy students will participate in a CERT class this summer. Weather spotting and blood-borne pathogens will also be included.
- **Meetings/Training/Volunteers/Details**
 - KCEMA Leadership Meetings
 - Monthly Starcom/IPAWS Monthly Testing
 - Monthly nuclear NARS alert testing
 - The next KCEMA monthly meeting is May 19th.
 - Kendall County Association of Chiefs.

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 MAY 2025

	<u>J. MAJER</u>	<u>C. WHEATON</u>	<u>K. GUSTAFSON</u>	<u>R.LANCILOTI</u>	<u>B.KROEGER</u>	<u>S. HOLLMEYER</u>	<u>New Files</u>	<u>TOTAL</u>
Criminal Felony:	135	199	257			73	157	
Class M-	4							
Class X-	4	7	4					
Class 1-	2	15	7					
Class 2-	43	55	62					
Class 3-	30	42	78			39		
Class 4-	54	78	103			34		
MX/SVP/Post C.:	1	2	3				3	
Criminal CM:	33	40	73	77	44	64	40	
Criminal DUI/DT:	13	2	6	33	44	28	8	
Criminal DV:	14	9	3	78	40	55	20	
Traffic Offenses (TR):	8	33	44	139	31	55	14	
Traffic Offenses (MT):	19	10	31	212	111	138	143	
Juvenile JA/Truancy JV:			3	75	67	96	9	

	<u>J. MAJER</u>	<u>C. WHEATON</u>	<u>K. GUSTAFSON</u>	<u>R.LANCILOTI</u>	<u>B.KROEGER</u>	<u>S. HOLLMEYER</u>	<u>New Files</u>	<u>TOTAL</u>
Juvenile JD:			1	61	47	40	35	
Class X-						5		
Class 1-				1	1	2		
Class 2-				8	2	7		
Class 3-				19	18	8		
Class 4-			1	9	4	7		
CM-				24	22	11		
Criminal Contempt:								
Civil Law/Other:								
Conditions Call Only:							26	
Total Open/MAY-25:	225	293	418	675	384	549		2,544
Total Open/APR-25:	252	282	418	694	389	489		2,524
Total Closed/APR-25:	69	34	51	58	35	77		324
Total New Files-APR-25:	49	61	65	61	99	94		429