

**KENDALL COUNTY BOARD AGENDA
ADJOURNED SEPTEMBER MEETING**

**Kendall County Office Building, Rooms 209 & 210
Tuesday, January 21, 2020 at 9:00 a.m.**

1. Call to Order
2. Roll Call
3. Determination of a Quorum
4. Approval of Agenda
5. Special Recognition
6. Public Comment
7. Consent Agenda
 - A. Approval of County Board Minutes from December 17, 2019
 - B. Standing Committee Minutes Approval
 - C. Approval of Claims in an amount not to exceed \$722,639.68
 - D. Set FY 2019-2020 salary for Kendall County Supervisor of Assessments in the amount of \$90,000.00
 - E. Approve 1-year contract with Call One for the Centrex Phone Circuits in the amount of \$9.00 per month base price plus usage
 - F. Approve 1-year Customer Service Agreement contract with Call One for the County Analog Phone Circuits in the amount of \$6,006.53 per month base price plus usage
 - G. Approval of Courthouse BCU panel replacements by the Trane Co. utilizing US Communities Contract # USC JLP-023 Cooperative Quote Number : 30-10006-19-002, amount not to exceed \$49,463.70 (amount includes 10% contingency).
 - H. Approval of Preliminary Engineering Services Agreement between Kendall County and Engineering Enterprises, Inc. in the amount of \$31,474 to prepare plan alternatives for storm water improvements on Fox River Drive (Johnson Street) in Newark, IL; said funds to be taken from the Transportation Sales Tax Fund
8. Old Business
9. New Business
10. Elected Official Reports & Other Department Reports
 - A. Sheriff's Year End Report
 - B. County Clerk and Recorder
 - C. Treasurer
 - D. Clerk of the Court
 - E. State's Attorney
 - F. Coroner
 - G. Health Department
 - H. Supervisor of Assessments
11. Executive Session
12. Standing Committee Reports
 - A. Law Justice and Legislation
 1. Approval of VeroVision Mail Screening System in an Amount of \$135,400
 - B. Planning, Building & Zoning
 1. Approval of Petition 20-01 Request from the Planning, Building and Zoning Committee to Repeal and Replace Kendall County's Recreational Vehicle Park and Campground Regulations
 - C. Admin/HR
 1. Approval of the Purchase of Brite Computers and Accessories for the Sheriff's Department in an amount not to exceed \$140,000
 2. Approval of Agreement with Waubensee Community College Regarding Federal Work Study Program
 3. Approval of Near Map Contract for Aerial Subscription for a term of 48 months for a total amount of \$100,000
13. Special Committee Reports
 - A. UCCI
 - B. ISACo
 - C. Juvenile Justice Council
14. Other Business
15. Chairman's Report
16. Public Comment
17. Questions from the Press
18. Adjournment

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

**KENDALL COUNTY BOARD
ADJOURNED SEPTEMBER MEETING
December 17 2019**

STATE OF ILLINOIS)
) SS
COUNTY OF KENDALL)

The Kendall County Board Meeting was held at the Kendall County Office Building, Room 209, in the City of Yorkville on Tuesday, December 17, 2019 at 9:00 a.m. The Clerk called the roll. Members present: Chairman Scott Gryder, Amy Cesich, Elizabeth Flowers, Scott Gengler, Tony Giles, Judy Gilmour, Audra Hendrix, Matt Kellogg, Matt Prochaska and Robyn Vickers. Member absent: None.

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

THE AGENDA

Member Prochaska moved to approve the agenda as amended to remove items 7E the consent agenda and place it under Standing Committee Reports Planning, Building and Zoning 12 D. Member Hendrix seconded the motion. Chairman Gryder asked for a voice vote on the motion. All members present voting aye. **Motion carried.**

SPECIAL RECOGNITION

University of Illinois Extension

Diane Morris, Executive Director of the Kendall County 4H Foundation and Linda Fitzgerald thanked the board for all the support that they give extension and 4 H.

ACT Test Perfect Score

Christine Corpuz from Oswego East High School and Erik Dralle from Oswego High School were recognized for achieving a perfect score of 36 on the ACT Test.

Food Pantry

Greg Witek, Chairman of the Kendall County Food Pantry Board was presented with a signed copy of the Resolution Declaring December as Food Pantry month.

PUBLIC COMMENT

Christi Tyler representing Oswego 308 School District addressed the board on land cash fees and land cash value. Ms. Tyler asked the board to consider the value of an acre of unapproved land is different in Oswego School District's boundaries than in Newark School District's boundaries; the district could be significantly harmed by lower land values; and to consider using the land values from each of the Townships to calculate a fee that represents those values from each school district.

BREAK

RECONVENE

CONSENT AGENDA

Member Prochaska moved to approve the consent agenda of **A)** County Board minutes from November 5, 2019, November 19, 2019 and November 25, 2019; **B)** standing committee minutes; **C)** claims; **D)** State's Attorney Appellate Prosecutor Resolution for Fiscal year 2020 (December 1, 2019 to November 30, 2020) and authorization of payment for services in the amount not to exceed \$37,000.00; **F)** Petition 19-46-Request from the Planning, Building and Zoning Committee to Increase the Application Fee For Traditional Variances Not Part of a Special Use Permit Petition From \$425 for the First Variance Request and \$50 For Each Additional Request as Part of the Same Petition to \$475 for the First Variance Request and \$50 For Each Additional Request as Part of the Same Petition; **G)** Petition 19-40-Request from the Kendall County Forest Preserve District for a Variance to Section 203.1 of the Kendall County Stormwater Management Ordinance Regarding Applicability of Site Runoff Storage Requirements at the Pickerill Pigot Forest Preserve (6350 Minkler Road) (PINs: 05-01-300-004, 05-02-400-029, 05-02-400-030, 05-02-200-007, 05-02-200-003 and 05-02-200-006) in Kendall Township; **H)** Petition 19-42-Request from the PBZ Department to Update Building Codes to the 2018 International Building Code, 2018 International Residential Code Including Appendix A, B, C, E, F, G, H, J, O, and Q, 2017 National Electric Code, Illinois Plumbing Code, 2018 International Mechanical Code, 2018 International Fuel Gas Code, 2018 International Existing Building

Code, Illinois Energy Conservation Code, and Illinois Accessibility Code; **I)** Chicago HIDTA Deputy Director Service contract with Kendall County as the Fiduciary Agent effective January 6, 2020 through January 5, 2021 in the amount of \$150,852.00; **J)** County Health Fund Levy 2019 payable 2020 in an amount not to exceed \$1,454,000; **K)** Veteran's Assistance Commission Fund Levy 2019 payable 2020 in an amount not to exceed \$357,206; **L)** Tuberculosis Fund Levy 2019 payable 2020 in an amount not to exceed \$15,000; **M)** Liability Insurance Fund Levy 2019 payable 2020 in an amount not to exceed \$1,304,919; **N)** Social Security Fund Levy 2019 payable 2020 in an amount not to exceed \$1,400,000; **O)** Illinois Municipal Retirement Fund Levy 2019 payable 2020 in an amount not to exceed \$2,950,000; **P)** County Bridge Fund Levy 2019 payable 2020 in an amount not to exceed \$500,000; **Q)** County Highway Fund Levy 2019 payable 2020 in an amount not to exceed \$1,500,000; **R)** Extension Education Fund Levy 2019 payable 2020 in an amount not to exceed \$187,476; **S)** Senior Citizen Social Services Fund Levy 2019 payable 2020 in an amount not to exceed \$400,000; **T)** 708 Mental Health Fund Levy 2019 payable 2020 in an amount not to exceed \$947,000; **U)** General Fund Levy 2019 payable 2020 in an amount not to exceed \$10,982,697. Member Hendrix seconded the motion. Chairman Gryder asked for a roll vote on the motion. All members present voting aye. **Motion carried.**

D) A complete copy of Resolution 19-33 is available in the Office of the County Clerk.

F) A complete copy of Ordinance 19-37 is available in the Office of the County Clerk.

G) A complete copy of Ordinance 19-38 is available in the Office of the County Clerk.

H) A complete copy of Ordinance 19-39 is available in the Office of the County Clerk.

ELECTED OFFICIALS REPORT AND OTHER DEPARTMENT REPORTS

Sheriff

Sheriff Baird informed the board that canine bloodhound "Rizzo" is here.

County Clerk

Revenue Report		11/1/19-11/30/19	11/1/18-11/30/18	11/1/17-11/30/17
Line Item	Fund	Revenue	Revenue	Revenue
	County Clerk Fees	\$822.50	\$634.00	\$719.00
	County Clerk Fees - Marriage License	\$600.00	\$810.00	\$720.00
	County Clerk Fees - Civil Union	\$0.00	\$30.00	\$0.00
	County Clerk Fees - Misc	\$2,093.00	\$1,727.00	\$2,203.50
	County Clerk Fees - Recording	\$28,635.00	\$21,284.00	\$24,814.00
01010061205	Total County Clerk Fees	\$32,150.50	\$24,485.00	\$28,456.50
01010001185	County Revenue	\$69,532.50	\$29,438.00	\$29,717.75
38010001320	Doc Storage	\$16,647.50	\$12,649.00	\$14,575.00
51010001320	GIS Mapping	\$28,133.00	\$21,359.00	\$24,546.00
37010001320	GIS Recording	\$3,517.00	\$2,671.00	\$3,064.00
01010001135	Interest	\$21.11	\$30.70	\$25.94
01010061210	Recorder's Misc	\$4,723.00	\$638.00	\$3,781.75
81010001320	RHSP/Housing Surcharge	\$14,805.00	\$11,412.00	\$12,942.00
37210001575	Tax Certificate Fee	\$2,720.00	\$4,880.00	\$3,240.00
37210001576	Tax Sale Fees	\$1,456.50	\$1,772.00	\$1,460.00
37210001577	Postage Fees			
CK # 18813	To KC Treasurer	\$173,706.11	\$109,334.70	\$121,808.94

County Clerk Debbie Gillette stated election information will be going up on the website as soon as it becomes available. The Recorder's Office is doing e-recording and MyDec with the Illinois Department of Revenue. The new Accounts Payable system went live on December 6, 2019 and it was a struggle to be able to print checks due to some programming errors but it is working as of December 16, 2019.

Office of Jill Ferko
Kendall County Treasurer & Collector
111 W. Fox Street Yorkville, IL 60560

Kendall County General Fund

QUICK ANALYSIS OF MAJOR REVENUES AND TOTAL EXPENDITURES
FOR TWELVE MONTHS ENDED 11/30/2019

<u>REVENUES*</u>	<u>Annual Budget</u>	<u>2019 YTD Actual</u>	<u>2019 YTD %</u>	<u>2018 YTD Actual</u>	<u>2018 YTD %</u>
Personal Property Repl. Tax	\$370,000	\$429,208	116.00%	\$348,693	87.17%
State Income Tax	\$2,221,490	\$2,647,781	119.19%	\$2,389,491	76.74%
Local Use Tax	\$685,000	\$810,367	118.30%	\$692,968	109.99%
State Sales Tax	\$550,000	\$562,858	102.34%	\$555,931	101.08%
County Clerk Fees	\$325,000	\$355,870	109.50%	\$351,296	87.82%
Circuit Clerk Fees	\$800,000	\$881,789	110.22%	\$795,800	93.62%
Fines & Foreits/St Atty.	\$325,000	\$239,459	73.68%	\$322,137	84.77%
Building and Zoning	\$68,000	\$89,418	131.50%	\$80,942	124.53%
Interest Income	\$150,000	\$336,054	224.04%	\$259,791	300.34%
Health Insurance - Empl. Ded.	\$1,265,420	\$1,236,647	97.73%	\$1,187,738	91.40%
1/4 Cent Sales Tax	\$3,105,000	\$3,134,676	100.96%	\$3,096,299	104.96%
County Real Estate Transf Tax	\$425,000	\$426,829	100.43%	\$459,166	104.36%
Federal Inmate Revenue	\$1,618,750	\$2,376,535	146.81%	\$692,925	210.94%
Sheriff Fees	\$177,340	\$163,226	92.04%	\$191,845	78.30%
TOTALS	\$12,086,000	\$13,690,718	113.28%	\$11,425,023	
Public Safety Sales Tax	\$5,220,000	\$5,430,909	104.04%	\$5,310,378	104.78%
Transportation Sales Tax	\$5,000,000	\$5,430,909	108.62%	\$5,310,378	111.80%

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

To be on Budget after 12 months the revenue and expense should at 100.00%

Coroner

Description	**	Month: November (FY 2019)	Fiscal Year-to-Date	November 2018
Total Deaths		30	311	24/309
Natural Deaths		28	284	23/284
Accidental Deaths		2	11	1/16
Pending		0	0	0
Suicidal Deaths		0	13	0/6
Homicidal Deaths		0	2	0/1
Undetermined		0	1	0/2
Toxicology		2	28	1/32
Autopsies		2	22	0/28
Cremation Authorizations		14	185	16/176
Scenes Responded to:		Transported by Coroner's Office:		External Examinations:
3		2		1
Accident - November 14, 2019, 88-year-old, White, Female, Little Rock Twp., Blunt Force Injuries due to Motor Vehicle Collision				
Accident – November 24, 2019, 74-year-old, White, Male, Na-Au-Say Twp., Blunt Force Injuries due to Motor Vehicle Collision				

PERSONNEL/OFFICE ACTIVITY:

- On November 4, Coroner Purcell provided a presentation for the Oswego East High School Law Enforcement Class.
- On November 6, Coroner Purcell provided a morgue tour for the Oswego East High School Law Enforcement Class.
- On November 6, Coroner Purcell facilitated the Lights of Hope meeting for loved ones who have been impacted by an overdose related death.
- On November 13, Coroner Purcell co-hosted the Kendall County Opioid Study Group at the Kendall County Health Department.
- On November 21, Coroner Purcell presented to the Rotary Club of Montgomery for a general discussion regarding the Kendall County Coroner's Office.
- On November 22, Chief Deputy Coroner Gotte provided orientation for newly hired Kendall County Sheriff's Deputies.
- On November 25 - 27, Coroner Purcell attended the Illinois Coroner & Medical Examiner's Annual Fall Conference in Chicago.
- A total of 14.5 hours of community service were completed at the coroner's office during the month of November.

Coroner Jacquie Purcell presented the Annual Report for 2019.

Health Department

Dr.Tokars stated that the Share Your Blessings program has wrapped up and thanked the community for their support.

Supervisor of Assessments

Supervisor of Assessments Andy Nicoletti stated that the Board of Review should be done with hearings on January 8th.

STANDING COMMITTEE REPORTS

Highway

Low Bid

Member Hendrix moved to approve the low bid from P.T. Ferro Construction, Inc. in the amount of \$2,929,469.93 to improve Grove Road near Van Dyke Road, including replacement of Structure 047-3016; said funds to be taken from the Transportation Sales Tax Fund. Member Flowers seconded the motion.

County Engineer Fran Klaas explained that this will include a bridge replacement, raising the elevation of the road and a concrete box culvert.

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

A complete copy of Resolution 19-34 is available in the Office of the County Clerk.

Preliminary Engineering Collins Road

Member Gryder moved to approve preliminary engineering services agreement between Kendall County and HR Green in the amount of \$1,199,526.07 for Phase 2 Engineering of the Collins Road Extension; said fund to be taken from the Transportation Sales Tax Fund. Member Gilmour seconded the motion. Chairman Gryder asked for a roll call vote on the motion. All members present voting aye. **Motion carried.**

A complete copy of IGAM 19-51 is available in the Office of the County Clerk.

Long Range Transportation Plan

Member Gryder moved to approve the Kendall County Long Range Transportation Plan 2019-2039. Member Prochaska seconded the motion. Chairman Gryder asked for a roll call vote on the motion. All members present voting aye. **Motion carried.**

5-Year Surface Transportation Plan

Member Gryder moved to approve the Kendall County 5-Year Surface Transportation Plan 2019-2024 (Revised 12-17-19). Member Kellogg seconded the motion. Chairman Gryder asked for a roll call vote on the motion. All members present voting aye. **Motion carried.**

Administration – Human Resources & Revenue/GIS

Drug and Alcohol Policy

Member Gilmour moved to approve the Kendall County Drug and Alcohol Use/Abuse Policy – Kendall County Employee Handbook. Member Prochaska seconded the motion.

Member Hendrix moved to amend the motion for the Kendall County Drug and Alcohol Use/Abuse Policy – Kendall County Employee Handbook striking item C4. Member Cesich seconded the motion.

Members discussed employees with prescriptions having to register those with the county.

Chairman Gryder asked for a roll call vote on the amended motion. Members voting aye include Hendrix. Members voting nay include Cesich, Flowers, Gengler, Giles, Gilmour, Gryder, Kellogg, Prochaska and Vickers. **Motion failed 1-9.**

Chairman Gryder asked for a roll call vote on the original motion. Members voting aye include Cesich, Flowers, Gengler, Giles, Gilmour, Gryder, Kellogg, Prochaska and Vickers. Members voting nay include Hendrix. **Motion carried 9-1.**

Reimbursement Policy

Member Giles moved to approve the Kendall County Reimbursement Policy for the Kendall County Employee Handbook. Member Gilmour seconded the motion. Chairman Gryder asked for a roll call vote on the motion. All members present voting aye. **Motion carried.**

Facilities

Dewberry Engineers Contract

Member Kellogg moved to approve the Dewberry Engineers Inc. contract dated 10/22/2019 for the Board Room renovations in an amount not to exceed \$49,000. Member Hendrix seconded the motion. Chairman Gryder asked for a roll call vote on the motion. All members present voting aye. **Motion carried.**

A complete copy of IGAM 19-52 is available in the Office of the County Clerk.

Planning, Building & Zoning

Petition 19-21

Member Prochaska moved to approve Petition 19-21 request for the Kendall County Planning, Building and Zoning Committee for amendments to the Kendall County Land Cash Ordinance by updating the school enrollment figures, fair market value calculation, acreage donation, and related tables. Member Kellogg seconded the motion.

Members discussed the lowering of the fair market value to \$47,121; the calculation to arrive at the fair market value; the ability for the developer to request a reduction and the funding needed for the schools.

Lisa Banovetz from the Yorkville School District stated that this will hurt the school districts, it costs the same to build a school in all the districts.

Christi Tyler from the Oswego School District stated that they do not know what growth is coming their way.

Chairman Gryder asked for a roll call vote on the motion. Members voting aye Kellogg and Prochaska. Member voting nay include Cesich, Flowers, Gengler, Giles, Gilmour, Gryder, Hendrix and Vickers. **Motion failed 2-8.**

SPECIAL COMMITTEE REPORTS

VAC

Director Chad Lockman presented the annual report.

EXECUTIVE SESSION

Member Hendrix made a motion to go into Executive Session for (2) collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees. Member Giles seconded the motion. Chairman Gryder asked for a roll call vote on the motion. All members present voting aye. **Motion carried.**

ADJOURNMENT

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

Approved and submitted this 18th day of December, 2019.

Respectfully submitted by,
Debbie Gillette
Kendall County Clerk

KENDALL COUNTY PLANNING, BUILDING & ZONING COMMITTEE

Kendall County Office Building

Rooms 209 & 210

111 W. Fox Street, Yorkville, Illinois

6:30 p.m.

Meeting Minutes of January 13, 2020 – Unofficial until approved

CALL TO ORDER

The meeting was called to order by Chairman Prochaska at 6:30 p.m. Chairman Prochaska led the attendees in the Pledge of Allegiance.

ROLL CALL

Committee Members Present: Scott Gengler, Judy Gilmour, Matt Kellogg (Vice-Chairman), and Matthew Prochaska (Chairman)

Committee Members Absent: Elizabeth Flowers

Also Present: Matt Asselmeier (Senior Planner) and Ken Koch

APPROVAL OF AGENDA

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

APPROVAL OF MINUTES

Member Gilmour made a motion, seconded by Member Kellogg, to approve the minutes of the December 9, 2019, meeting. With a voice vote of four (4) ayes, the motion carried.

PUBLIC COMMENT

None

EXPENDITURE REPORT

The Committee reviewed the expenditure report. Mr. Asselmeier noted that no new stormwater escrow related deposits or expenses have occurred since the change to the new system. He hoped to have these issues resolved within the month.

PETITIONS

None

NEW BUSINESS

Approval of Annual Renewal of Mobile Home Permit-10825 B Corneils Road

Approval of Annual Renewal of Mobile Home Permit-13443 Fennel Road

Mr. Asselmeier summarized the requests and stated that all necessary paperwork was on file.

Member Kellogg made a motion, seconded by Member Gilmour, to approve the renewals at both locations.

Yeas (4): Gengler, Gilmour, Kellogg, and Prochaska

Nays (0): None

Abstain (0): None

Absent (1): Flowers

The motion carried.

Discussion of Amending the Transportation Plan Contained in the Land Resource Management Plan to Correspond to the 2019-2039 Long Range Transportation Plan; Committee Could Refer the Matter to the Kendall County Regional Planning Commission

Mr. Asselmeier summarized the issue.

In December 2019, the County Board approved a 2019-2039 Long Range Transportation Plan.

This Plan has several changes from the Future Land Use Map contained in the Land Resource Management Plan. Fran Klaas suggested the following changes to the Land Resource Management Plan:

Remove

- Prairie Parkway
- Lisbon/Helmar Bypass - Route Should Follow Existing Lisbon Road
- Caton Farm Road West of Route 71
- Fox River Drive Westerly Bypass of Village of Newark
- Whitfield Road Extension North to Griswold Springs Road - Might want to look for other northerly connections for Whitfield Road
- Gates Lane West of Route 47
- WIKADUKE Trail Uses the Existing Stewart Road Alignment to Rance Road and Then Extend a New Alignment Northeasterly to Route 30 and Heggs Road

Add

- Millington Road Extending North of Lions Road to Connect to Route 34.
- Walker Road Relocated West of Route 71 to make Connection to New Fox River Drive / Crimmins Rd Intersection
- Westerly Extension of Collins Road West of Minkler Road to Route 71.

The consensus of the Committee was to change the color of the proposed new roads from light green to something more visible.

The consensus of the Committee was to remove the Prairie Parkway and fill in the gaps in the map caused by the deletion of this route.

The consensus of the Committee was to remove the Lisbon/Helmar Bypass.

The consensus of the Committee was to remove Caton Farm Road west of Lisbon Road.

The consensus of the Committee was to remove bypass around Newark.

The consensus of the Committee was to make sure that all of the forest preserves are shown on the map, particularly the Little Rock Creek Forest Preserve.

The consensus of the Committee was to see if Whitfield Road could be extended around the Little Rock Creek Forest Preserve and have Little Rock Road connect in some fashion.

The consensus of the Committee was to remove Gates Lane west of Route 47.

The consensus of the Committee was to adjust the WIKADUKE Trail as recommended by Fran Klaas.

The consensus of the Committee was to extend Millington Road from Lions Road to Route 34.

The consensus of the Committee was to relocate Walker Road as recommended by Fran Klaas.

The consensus of the Committee was to extend Collins Road west of Minkler to Route 71.

The municipal boundaries will be updated.

Mr. Asselmeier will have the hamlets added to the map.

Mr. Asselmeier will discuss with GIS about the land classifications along Route 47 in Kendall Township.

Mr. Asselmeier noted that a request has been submitted to amend the classification of properties along County Line Road north of Route 52 in Seward Township from Public/Institutional to Commercial. The Minooka School District still owns properties in the area.

Discussion occurred about aligning Millbrook Road with the Millbrook Bridge.

The consensus of the Committee was to have Mr. Asselmeier announce the proposed changes at the February 1st Kendall County Regional Planning Commission Annual Meeting.

Member Gilmour made a motion, seconded by Member Gengler, to postpone this item until an updated map can be prepared. With a voice vote of four (4) ayes, the motion carried.

Discussion of Stormwater Planning Committee

Mr. Asselmeier summarized the issue.

State law (55 ILCS 5-5/5-1062.2) allows certain counties, including Kendall County, to establish Stormwater Planning Committees. Per State law, a Stormwater Planning Committee's primary purpose is to develop a Stormwater Management Plan.

Kendall County has a Stormwater Planning Committee. However, several of the seats are currently vacant. Per State law, the Committee must consist of an equal number of County Board members and municipal members. Three (3) of the County Board members come from District 1 and two (2) members come from District 2. County Board members are appointed by the County Board Chairman.

The municipal members are chosen by majority vote of the mayors of those municipalities based on the County Board district the municipality is located. The current municipal members are Bob Hausler, Clifton Fox, Gary Golinski, Jennifer Hughes, and Brian Murphy.

The Stormwater Planning Committee last met on April 9, 2013.

To Staff's knowledge, no plans presently exist to update or amend the Kendall County Stormwater Management Plan.

The consensus of the Committee was to ask the State's Attorney's Office if the Stormwater Planning Committee was properly constituted by County Board district.

Kendall County Regional Planning Commission Annual Meeting-February 1, 2020 at 9:00 a.m.

The Kendall County Regional Planning Commission will have their Annual Meeting on February 1, 2020, at 9:00 a.m. in the County Board Room at 111 W. Fox Street in Yorkville.

OLD BUSINESS

Zoning Ordinance Project Update

The Comprehensive Land Plan and Ordinance Committee has reviewed every section and they were talking with a lighting consultant regarding the lighting regulations contained in the Zoning Ordinance.

Discussion of Amending Petition 19-41 Request by the Planning, Building and Zoning Committee for Text Amendments to the Kendall County Zoning Ordinance Related to Code Enforcement, Citation Authority, and Fines-Committee Could Amend the Language Regarding the Hearing Officer

Chairman Prochaska explained that the Committee received a request to re-examine deleting the language related to the Hearing Officer. The State's Attorney favored removing the Hearing Officer language. The consensus of the Committee was not to change the proposal.

Discussion of 1983 Recreational Vehicle and Campground Regulations; Committee Could Recommend Amendments to the Regulations

Mr. Asselmeier provided a revised proposal and comments from the Bristol-Kendall Fire Protection District.

Discussion occurred about quantifying demands for police and fire protection services.

Chairman Prochaska made a motion, seconded by Member Gilmour, to remove the language contained in Section 3.4.b regarding demands produced by the park or campground for fire and police service must not cause additional public funds to be used to maintain current service levels. With a voice vote of four (4) ayes, the motion carried.

Member Gengler made a motion, seconded by Member Gilmour, to forward the proposal as amended to the Committee of the Whole. With a voice vote of four (4) ayes, the motion carried.

Update on Filing Part-Time Code Enforcement Officer Position

The Part-Time Code Enforcement Officer starts on January 14, 2020.

REVIEW VIOLATION REPORT

The Committee reviewed the violation report.

Approval to Forward to the State's Attorney's Office Violations of the Building Code (Driveway and Parking Pad Installed Without a Permit and Above Ground Swimming Pool Installed Without a Permit) and Violation of the Zoning Ordinance (Operating a Landscaping Business on A-1 Zoned Property Without a Special Use Permit) at 1038 Harvey Road (PIN 03-12-100-004) in Oswego Township

Mr. Asselmeier provided information on this case.

Member Gilmour made a motion, seconded by Member Kellogg, to approve forwarding the case to the State's Attorney's Office. With a voice vote of four (4) ayes, the motion carried.

Update on 45 Cheyenne Court

The Committee reviewed updated pictures of the property and requested Staff to push the State's Attorney's Office for enforcement on this case.

REVIEW NON-VIOLATION REPORT

The Committee reviewed the non-violation report.

UPDATE FOR HISTORIC PRESERVATION COMMISSION

Mr. Asselmeier stated the Historic Preservation Commission was accepting nominations for historic preservation awards and the Commission would hold a meeting with other historic preservation groups on February 19th at Chapel on the Green. The Commission continues to review the Historic Preservation Ordinance.

REVIEW PERMIT REPORT

The Committee reviewed the permit report.

REVIEW REVENUE REPORT

The Committee reviewed the revenue report.

CORRESPONDENCE

Mr. Asselmeier reported that the United City of Yorkville was considering changing their Future Land Use Map for properties along Eldamain Road.

COMMENTS FROM THE PRESS

None

EXECUTIVE SESSION

None

ADJOURNMENT

Member Kellogg made a motion, seconded by Member Gengler, to adjourn. With a voice vote of four (4) ayes, the motion carried. Chairman Prochaska adjourned the meeting at 7:28 p.m.

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

COUNTY OF KENDALL, ILLINOIS
ADMIN HR MEETING
County Office Building
111 W. Fox Street, Room 210; Yorkville
Monday, January 6, 2020

CALL TO ORDER - Committee Chair Elizabeth Flowers called the meeting to order at 5:30p.m.

ROLL CALL

Attendee	Status	Arrived	Left Meeting
Elizabeth Flowers	Present		
Scott Gengler	Here		
Judy Gilmour	Here		
Matthew Prochaska	Here		
Robyn Vickers	Here		

Others in Attendance: Meagan Briganti, Matt Kinsey, Scott Koeppel, Tracy Page

APPROVAL OF AGENDA – Motion made by Member Gilmour second by Member Gengler to approve the agenda. **With five members voting aye, the agenda was approved by a 5-0 vote.**

APPROVAL OF MINUTES – Motion made by Member Gilmour, second by Member Gengler to approve the December 2, 2019 minutes. **With five members voting aye, the minutes were approved by a 5-0 vote.**

DEPARTMENT HEAD AND ELECTED OFFICIAL REPORTS

- *Administration* – Mr. Koeppel discussed the ongoing Codification project. The plan is to do an RFP for services. Mr. Koeppel is researching pricing as sometimes it is per record or it is per page. Member Prochaska asked if the Zoning Ordinance would be included in the process. Mr. Koeppel indicated because the Zoning Ordinance is currently being revised it may be best to hold off on doing it. Member Prochaska asked about how much is budgeted for the project. Mr. Koeppel indicated that \$30,000 is budgeted for the project. **Chair Flowers asked Mr. Koeppel to do more research and come back to the Committee with a recommendation.**
 Mr. Koeppel explained that with a pending FMLA Leave planned in the Administration Office, Deputy County Administrator, Latreese Caldwell reached out to Waubensee Community College they have a Federal Work Study Program. The County would be responsible for paying 25% of the student's salary. Member Gengler asked if the County would be able to interview candidates as that would be ideal. **There was consensus to take the contract with Waubensee to the Board for approval as time is of the essence in filling this vacancy.**

Finally, Mr. Koepfel indicated that some additional updates are needed to the Handbook per the State's Attorney Office. These updates are Federally mandated and have to do with VESSA, the County has no choice but to adapt them. Ms. Johnson will update the Handbook along with the two approved changes the Drug and Alcohol Policy and the Reimbursement Policy and have employees sign off.

PUBLIC COMMENT - None

COMMITTEE BUSINESS

- *Discussion and Approval of Sheriff MDT Bids* – Mr. Kinsey reviewed the bids he received for the Sheriff squad cars docking stations. A total of 8 bids were received. Of those 8 only 4 were complete bids. Mr. Kinsey recommended going with Brite the lowest of the 4 complete bids. Member Prochaska asked how much was budgeted for the project. Mr. Kinsey indicated that \$140,000 was budgeted. **Motion made by Member Prochaska, second by Member Vickers to forward the bid in the amount of \$135,750 with Brite to the Board. With all members present voting aye the motion carried.**
- *Discussion and Approval of KenCom IGA for GIS Services* – Mr. Koepfel indicated that the draft agreement before the Committee is very similar to the Technology Services Agreement recently approved by the Board. As discussed in a previous Committee Meeting GIS is already doing a lot of this work and with KenCom moving to a new system this would be an efficient partnership. KenCom will pay GIS \$60 an hour and any other reimbursable expenses like travel. **Motion made by Member Vickers, second by Member Prochaska to send the KenCom IGA for GIS Services to the Board for approval. With 5 Members voting aye the motion carried 5-0.**
- *Discussion of IGA with Village of Oswego for GIS Services* – Ms. Briganti has been attending shared service meetings with other entities and opportunities have come up where GIS can provide services to various taxing bodies in Kendall County. The Village of Oswego is interested and needs to fast track the process because they are moving to a new Tyler Asset Management System and GIS needs to be integrated. The agreement with Oswego is similar to KenCom except payment will be proportionate to population. They will also be using the County's Cloud for storage. Member Gengler asked about other municipalities. Ms. Briganti stated that for municipalities that are entirely in Kendall County it is simple and services can be provided. However, for municipalities that are partially in the County, that is a bit complicated and service cannot be provided at least along the lines of GIS. **There was consensus to draft an IGA with the Village of Oswego have the State's Attorney review it and forward to the Board for approval.**
- *Discussion of EMA Job Title and Org Chart* – The EMA Coordinator Job Description is on the Agenda for the January 7th, Board Meeting. The attached Org Chart outlines that the position will report to the County Administrator and will be included with the Job Description. Member Gilmour asked what was the status of the

position before. Mr. Koeppel explained that this was a part time position funded by grants and while it was its own Department the staff doing the work were Sherriff Department staff. This would be a change. The main reason for the change is that this position reports to the Board Chairman in the event of an emergency. Tracy Page from the Sheriff's office will likely continue to provide administrative support to this position and it will be physically housed in the Sheriff's office, however for reporting purposes the position will report to the County Administrator. **There was consensus to present the Title and Org Chart as shown in the packet to the County Board for approval.**

EXECUTIVE SESSION - None

ITEMS FOR COMMITTEE OF THE WHOLE – None.

ADDITIONAL ITEMS - Member Prochaska did raise a previous issue discussed by the Committee which is providing the County's 457 Plan information to Cerity Partners a financial firm. Member Prochaska indicated that he would be comfortable with an RFP process. Mr. Koeppel indicated that we will do whatever the Committee directs. Member Gengler indicated that he reached out to a few firms and an RFQ process would be best. **There was consensus to not share information with Cerity but instead do a comprehensive RFQ process.**

ACTION ITEMS FOR COUNTY BOARD –

- *Approval of Sheriff MDT Bids*
- *Approval of KenCom IGA for GIS Services*
- *Approval of EMA Job Title and Org Chart*

ADJOURNMENT – Member Prochaska made a motion to adjourn the meeting, second by Member Vickers. **With five members voting aye, the meeting adjourned at 6:19p.m.**

Respectfully Submitted,

Mera Johnson
Risk Management and Compliance Coordinator

HIGHWAY COMMITTEE MINUTES

DATE: January 14, 2020
LOCATION: Kendall County Highway Department
MEMBERS PRESENT: Amy Cesich, Judy Gilmour, Matt Kellogg, and Matt Prochaska
STAFF PRESENT: Ginger Gates, John Burscheid and Fran Klaas
ALSO PRESENT: Ryan Sikes

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

Motion Prochaska; second Kellogg, to approve the agenda as presented. Motion approved unanimously.

Motion Prochaska; second Kellogg, to approve the Highway Committee meeting minutes from December 10, 2019. Motion approved unanimously.

Motion Kellogg; second Gilmour to recommend approval of a Preliminary Engineering Services Agreement between Kendall County and Engineering Enterprises, Inc. in the amount of \$31,474 to prepare plan alternatives for storm water improvements on Fox River Drive (Johnson Street) in Newark, IL; said funds to be taken from the Transportation Sales Tax Fund. Klaas described the need to study the area on the north side of Newark. Road improvements that were scheduled for 2020 will be deferred until after the storm water problems can be resolved. Motion approved unanimously.

Klaas provided status updates to the Committee regarding current road and bridge projects in Kendall County. Prochaska asked when the local match funds would need to be available for the Eldamain Road project. Klaas indicated that Highway Department is working with Administration Department to develop a bond issue from the Transportation Sales Tax Fund. Local expenditures for that project will not be needed until 2021 or after. Gilmour asked how long the Eldamain project would take to build if construction started in 2021. Klaas said it would take at least 2 years, if not longer. He also said there was some uncertainty as to whether the County would be able to obtain \$3 million in Federal STR dollars, so the total bond issue could fluctuate somewhat. Committee discussed specifics of some of the other projects on the update list. Cesich asked if Highway Department oversees all the construction. Klaas stated that Highway generally provides all the inspection, except for federally funded projects, which usually has consultant supervision. Prochaska asked what impacts could be expected by the recent switch from the Rock Island District of Army Corps of Engineers to the Chicago District. Klaas didn't think ongoing projects would get switched mid-stream; but he did anticipate significant delays for future projects. Army Corps indicated the switch was made to better distribute the volume of work. Other miscellaneous job details were discussed by Committee.

In other business, Klaas provided preview of TAP applications. They included submittals from Oswego, Oswegoland Park District, Montgomery, Minooka and Newark. Merits of projects were discussed. Applications will continue to be evaluated over the next 60 days, and Highway Committee will announce successful applicants before April 1st.

Motion Gilmour; second Prochaska to forward Highway Department bills for the month of January in the amount of \$103,561.26 to the Finance Committee for approval. Motion approved unanimously.

Motion Prochaska; second Kellogg to adjourn the meeting at 4:03 P.M. Motion carried unanimously.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Francis C. Klaas", written in a cursive style.

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

Action Item

1. Preliminary Engineering Services Agreement between Kendall County and Engineering Enterprises, Inc. in the amount of \$31,474 to prepare plan alternatives for storm water improvements on Fox River Drive (Johnson Street) in Newark, IL; said funds to be taken from the Transportation Sales Tax Fund.

**COUNTY OF KENDALL, ILLINOIS
FACILITIES MANAGEMENT COMMITTEE
MEETING MINUTES
MONDAY, JANUARY 6, 2020**

Committee Chair Matt Kellogg called the meeting to order at 4:00 p.m.

Roll Call: Members Present: Amy Cesich, Matt Kellogg, Tony Giles, Judy Gilmour, Audra Hendrix

With enough members present, a quorum was formed to conduct business.

Others Present: Facilities Management Director Jim Smiley

Approve the December 2, 2019 Facilities Committee Meeting Minutes – There were no changes to the December 2, 2019 minutes; Member Hendrix made a motion to approve the minutes, second by Member Giles.
With enough present members voting aye, the minutes were approved.

Approval of Agenda – Member Hendrix made a motion to approve the agenda. Member Giles second the motion. **All Aye. Motion approved.**

Public Comment – None

Old Business/Projects

1. *Courthouse Roof Replacement Project* – Director Smiley informed the Committee all the necessary manufacture inspections for the warranty and the suggested repairs were completed over the holiday. Mr. Smiley stated he was waiting on final paperwork. **Project Complete.**
2. *Animal Control Projects Update* – Director Smiley began work on the ITB. Jim hopes to send this out for bid this month.
3. *Historic Courthouse Window Replacement - 2019* – Director Smiley stated the vendor came out to finish the exterior and interior trim. Jim stated KCFM staff will resize the blinds and paint the interior trim. **Project Complete.**
4. *Sally Port Elevator Controls Project* – Director Smiley informed the Committee this project was started later than anticipated. The vendor informed Jim as work began new state code requires the replacement of the main electrical disconnect switch and a separate disconnect switch needs to be added for the car lighting. Mr. Smiley discussed this additional work and cost with Chair Kellogg. It was agreed to move forward with the change. Jim stated the parts should be in this week and work to be completed shortly after. This work should be completed before the next Facilities Committee Meeting.
5. *Carpet Replacement Projects at the Courthouse* – Director Smiley dropped the samples of carpet off with Judge Pilmer to decide on color/pattern. Director Smiley will meet with Judge Pilmer in the next few weeks to discuss the selection. Director Smiley will order the carpet shortly after this meeting.
6. *KenCom Network Clock Cable Run* – Director Smiley informed the Committee KCFM staff completed the cable run and antenna connection as requested. **Project Complete.**

7. *Sign project for new Illinois Statute for Single Use Bathrooms* – Director Smiley stated the signs have been ordered however due to the long lead time KCFM staff created temporary signs and hung those until the permanent ones are received.
8. *Animal Control H.V.A.C. Systems Invitation to Bid* – This item was addressed in Agenda item number 2.
9. *Courthouse BCU Replacement Utilizing the U.S. Communities Contract* – Director Smiley informed the Committee he forwarded the contract on to the State’s Attorney’s Office. Mr. Smiley stated there were only a few items that needed addressing. Jim forwarded these items to Trane and hopes to have this completed before the next Facilities Committee meeting.

New Business/Projects

1. *Chair’s Report*
 - a. *Solar Project Update* – Director Smiley attended a meeting regarding the sales tax rebate for the enterprise zone. Jim forwarded the notes from the meeting to County Administrator Koeppl who also contacted the lobbyist for the county. Mr. Smiley stated the solar project is still on schedule for spring 2020 according to GRNE.
 - b. *Forest Preserve Lease* – Director Smiley received square footage of the storage space at the Pickerel House from Dave Guritz, Forest Preserve Director, which is approximately the same amount of space the Forest Preserve (FP) currently occupies at the Historic Courthouse (HCH). The State’s Attorney’s Office is incorporating this into the FP lease at HCH. Mr. Smiley stated currently the Memorandum of Understanding is being developed by the SAO. The Committee directed Mr. Smiley to inform the SAO to also draft an Intergovernmental Agreement for the Forest Preserve to lease out space at the Historic Courthouse.
2. *Public Safety Center Workstation Replacements* – Director Smiley informed the Committee workstations that were donated from Montgomery’s Police Station were all moved and re-installed at the Public Safety Center. **Project Complete.**
3. *Public Safety Center Door Release Buttons* – Director Smiley stated two (2) door releases are completed. Jim hopes to have the remaining three (3) completed this month.
4. *2020 Carrier Services Invitation to Bid* – Director Smiley stated the Invitation to Bid was sent out December 22, 2019 and will be due January 17, 2020. Jim was informed that participation may be low because most carriers want to eliminate analog lines. Mr. Smiley requested to have this placed on the Board Agenda for the February 4, 2020 meeting if the rate is the same. Consensus from the Committee is if the rate is the same to place on the February 4, 2020 County Board agenda.
5. *Approve KenCom Lease Extension Request* – Director Smiley informed the Committee, KenCom has submitted a letter of intent to request the first term of five (5) additional year lease extension as directed in the lease. The Committee directed Mr. Smiley to send an approval letter to KenCom.
6. *Trane HVAC System Software Training* – Director Smiley informed the Committee training was completed on December 13, 2019. **Project Complete.**
7. *Mutual Ground Lease for New Space at the Courthouse* – Director Smiley reminded the Committee this item and the Mutual Ground Memorandum of Understanding is on the County Board Agenda for vote approval tomorrow night.

Staffing/Training/Safety

- *Reportable Labor Hours* – Reports were included in the packet.

Other Items of Business

- *CMMS Charts* – Reports were included in the packet for:
 - Reported versus Completed Work Orders, Reported by Building Current Month
 - Work Orders by Work Type Current month
 - Chair Kellogg asked Director Smiley to explain what is happening with the county board room remodeling project. Mr. Smiley informed the Committee the Dewberry Contract countersigned copy was received over the holiday break. Jim spoke with the project manager Mr. Craig Clary whom stated they are just entering the project into their system and as soon as they complete this step they will set up the initial meetings with Director Smiley and county entities.

Questions from the Media – None

Executive Session – None

Adjournment – Chair Kellogg asked if there was a motion to adjourn. Member Hendrix made a motion to adjourn the meeting, second by Member Cesich. **With all members present voting aye, the meeting adjourned at 4:37 p.m.**

Respectfully submitted,

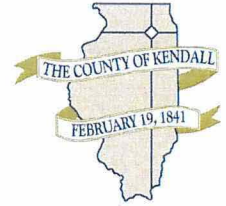
Christina Wald
Administrative Assistant



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



STATE OF ILLINOIS
COUNTY OF KENDALL

- FILED -

DEC 26 2019

Kendall County Sheriff's Office

Year-End Report

December 01, 2018 – November 30, 2019

Debbi Albritton

COUNTY CLERK
KENDALL COUNTY

OPERATIONS DIVISION

	Total	Average
Calls for Service	8,394	700
Police Reports	3,888	324
Total Arrests	912	76
Cannabis Civil Law Citations Issued	30	3
Ordinance Citations Issued	7	1
Traffic Contacts	8,947	746
Traffic Citations Issued	2,062	172
DUI Arrests	53	4

RECORDS DIVISION

	Total	Average
Sales Conducted	125	10
Papers Served/Executed	1,864	155
Subpoenas/FOIA Request	1,364	114
Civil Process Fees	\$65,992	\$5,499
Sheriff Sales Fees	\$94,200	\$7,850
Records Fees/Fingerprinting	\$3,285	\$274
Bond Processing Fees	\$10,782	\$899

CORRECTIONS DIVISION

	Total	Average
Federal Inmate ADP		89
Kendall County Inmate ADP		63
Other Jurisdictions Inmate ADP		5
Average Daily Population		156
Number of Meals Prepared Consolidated Food	166,121	13,843
Total Inmate Transported	1,973	164
Amount Invoiced for Other Counties	\$107,800	\$8,983

Ready to Protect, Proud to Serve

Amount Invoiced for Federal Housing	\$2,440,685	\$203,390
Amount Invoiced for Federal Court Transport	\$186,143	\$15,512
Amount Invoiced for Federal Medical Transport	\$7,410	\$617
TOTAL INVOICED	\$2,742,038	\$228,503

COURT SECURITY

	Total	Average
Entries	160,726	13,394
Items X-rayed	58,877	4,906
Kendall Prisoners	893	74
Other Prisoners	344	29
Arrests made at Courthouse	299	25
Contraband Refused	917	76

12 – Month Budget Results

Sheriff's Budget	\$6,042,594	Corrections Budget	\$4,727,137
Year to Date	\$5,927,985	Year to Date	\$4,583,272
Balance	\$114,609	Balance	\$143,865
Percent	98.10%	Percent	97.95%

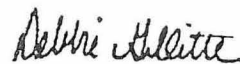
Submitted by _____


Sheriff Dwight A. Baird

STATE OF ILLINOIS
COUNTY OF KENDALL

- FILED -

DEC 26 2019



COUNTY CLERK
KENDALL COUNTY

Kendall County Clerk				
Revenue Report		12/1/19-12/31/19	12/1/18-12/31/18	12/1/17-12/31/17
Line Item	Fund			
	County Clerk Fees	\$ 962.50	\$ 583.50	\$ 765.50
	County Clerk Fees - Marriage License	\$ 780.00	\$ 660.00	\$ 780.00
	County Clerk Fees - Civil Union	\$ -	\$ 30.00	\$ -
	County Clerk Fees - Assumed Name	\$ 75.00		
	County Clerk Fees - Certified Copy	\$ 1,820.00		
	County Clerk Fees - Notary	\$ 220.00		
	County Clerk Fees - Misc	\$ 61.00		
	County Clerk Fees - Misc Total	\$ 2,176.00	\$ 1,690.00	\$ 1,095.50
	County Clerk Fees - Recording	\$ 33,152.00	\$ 19,319.00	\$ 25,228.00
01010061205	Total County Clerk Fees	\$ 37,070.50	\$ 22,282.50	\$ 27,869.00
01010001185	County Revenue	\$ 37,973.75	\$ 32,627.50	\$ 36,026.50
38010001320	Doc Storage	\$ 19,376.50	\$ 11,708.50	\$ 15,327.50
51010001320	GIS Mapping	\$ 32,736.00	\$ 19,772.00	\$ 25,842.00
37010001320	GIS Recording	\$ 4,092.00	\$ 2,472.00	\$ 3,228.00
01010001135	Interest	\$ 28.90	\$ 34.02	\$ 46.99
01010061210	Recorder's Misc	\$ 4,146.50	\$ 3,101.75	\$ 3,135.75
81010001320	RHSP/Housing Surcharge	\$ 17,325.00	\$ 10,503.00	\$ 13,779.00
37210001575	Tax Certificate Fee	\$ 2,600.00	\$ 3,000.00	\$ 1,880.00
37210001576	Tax Sale Fees	\$ 330.00	\$ 883.50	\$ 156.75
37210001577	Postage Fees	\$ 224.40	\$ 328.30	\$ 92.26
CK # 18843	To KC Treasurer	\$ 155,903.55	\$ 106,713.07	\$ 127,383.75
Death Certificate Surcharge sent from Clerk's office \$1428.00 ck # 18842				
Dom Viol Fund sent from Clerk's office \$130.00 ck # 18841				

Kendall County Clerk Annual Report for 2019

The Kendall County Clerk & Recorder's Office forwards its 2019 year-end report which summarizes revenues and budget details as well as various functions processed through the Clerk & Recorder's Offices:

	2019	2018		2019	2018
Marriage Licenses Issued	541	576	Civil Union Licenses Issued	1	3
Death Certificates Printed	3140	3071	Home Births (Birth Certificates Processed)	13	5
Assumed Name Certificates Issued	155	137	Notary Certificates Issued	537	541
Number of Documents Recorded	20,268	18,233			

CLERK

- During 2018 the County Clerk's Office posted a list of Peddler's Permits issued on the county website
- Implemented the use of Voiance for interpretation services in all offices of the County Clerk
- The Clerk's Office continued to post expenditures online for the 7th straight year
- Tax Computation Reports for the 7th year
- District Rate Listings for the 10th year in a row
- The office processed 836 EIS forms for 2019
- Monthly updates are made to the county yearbook and government guide
- The Clerk participated in the annual tax sale held on October 30, 2019, where 387 tax certificates were issued and are now held in the Clerk's Office
- The Clerk completed 38 FOIA requests during the year
- Implemented new Accounts Payable system for processing all invoices and printing checks

RECORDER

- 20,268 Documents recorded
- Back filing of documents before 1986 to website
- E-recordings live in June 2019; 1,402 documents E-Recorded
- Added forms for recording to the website: Quit Claim Deeds, Warranty Deeds, PTAX, Cover Page and Plat Affidavit
- Went live with the Illinois Department of Revenue with the MyDec program for processing transfer taxes

ELECTIONS

- As the Election Authority for Kendall County, the office conducted the Consolidated Election. 11,906 votes were cast (14.9%)
- Registered voters at Consolidated Election 79,717
- Voter Registration new website design, included candidate petition packets online
- Conducted voter registration purge and issued new voter registration cards to 79,375 voters
- The office processed 5,729 additional registrations caused by the Automatic Voter Registration with the Secretary of State; 2,399 caused by the National Change of Address movement through the Post Office, and 4,232 from ERIC (Electronic Registration Information Center)
- Attended meetings regarding election security and registered with State to secure the vote
- Secured an ICN line for secure direct communication with the State Board of Elections

Office of Jill Ferko

Kendall County Treasurer & Collector

111 W. Fox Street Yorkville, IL 60560

Kendall County General Fund

QUICK ANALYSIS OF MAJOR REVENUES AND TOTAL EXPENDITURES FOR ONE MONTH ENDED 12/31/2019

<u>REVENUES*</u>	<u>Annual Budget</u>	<u>2019 YTD Actual</u>	<u>2019 YTD %</u>	<u>2018 YTD Actual</u>	<u>2018 YTD %</u>
Personal Property Repl. Tax	\$390,000	\$17,338	4.45%	\$12,717	3.44%
State Income Tax	\$2,300,000	\$164,185	7.14%	\$142,794	6.43%
Local Use Tax	\$700,000	\$73,396	10.49%	\$63,992	9.34%
State Sales Tax	\$550,000	\$62,160	11.30%	\$64,048	11.65%
County Clerk Fees	\$325,000	\$32,150	9.89%	\$24,485	7.53%
Circuit Clerk Fees	\$1,350,000	\$98,701	7.31%	\$8,507	1.06%
Fines & Foreits/St Atty.	\$300,000	\$30,648	10.22%	\$2,753	0.85%
Building and Zoning	\$68,000	\$6,393	9.40%	\$4,836	7.11%
Interest Income	\$200,000	\$216	0.11%	\$225	0.15%
Health Insurance - Empl. Ded.	\$1,266,656	\$95,489	7.54%	\$84,291	6.66%
1/4 Cent Sales Tax	\$3,105,000	\$259,285	8.35%	\$264,956	8.53%
County Real Estate Transf Tax	\$425,000	\$69,533	16.36%	\$29,438	6.93%
Federal Inmate Revenue	\$2,044,000	\$204,400	10.00%	\$0	0.00%
Sheriff Fees	\$170,000	\$40,987	24.11%	\$6,249	3.52%
TOTALS	\$13,193,656	\$1,154,880	8.75%	\$709,292	5.87%
Public Safety Sales Tax	\$5,324,000	\$454,551	8.54%	\$462,318	8.86%
Transportation Sales Tax	\$6,000,000	\$454,551	7.58%	\$462,318	9.25%

*Includes major revenue line items excluding real estate taxes which are to be collected later. To be on Budget after 1 month the revenue and expense should at 8.33%

EXPENDITURES

All General Fund Offices/Categories

\$29,560,790	\$2,554,452	8.64%	\$2,561,799	8.96%
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Description	**	Month: December 2019 (FY 2020)	Fiscal Year-to- Date	December 2018/FY19
Total Deaths		26	26	27
Natural Deaths		25	25	26
Accidental Deaths		0	0	0
Pending		0	0	0
Suicidal Deaths		1	1	1
Homicidal Deaths		0	0	0
Toxicology		1	1	1
Autopsies		1	1	1
Cremation Authorizations		14	14	17
Scenes Responded to:		Transported by Coroner's Office:		External Examinations:
2		1		1

**

(s):

1. 12/26/2019 – Plano – 53yo, Male, Asphyxiation due to Bag Over Head

PERSONNEL/OFFICE ACTIVITY:

1. On December 4, Coroner Purcell facilitated the 'Lights of Hope' support group for families and friends who have been impacted by an overdose related death.
2. On December 9, Coroner Purcell toured the Gift of Hope facility in Itasca, IL.
3. On December 11, Coroner Purcell presented for 'Operation Impact' at Oswego High School.
4. On December 14, Chief Deputy Coroner Gotte presented to IL Search & Rescue Council.
5. On December 15, Chief Deputy Coroner Gotte presented to the Newark Cub Scout troop.
6. On December 16, Lynsey Ingram was hired as a Coroner's Assistant.
7. On December 23, Coroner Purcell provided an open-to-the-public morgue tour.
8. Throughout December, a total of 4.0 hours of community service hours were completed at the Kendall County Coroner's Office.



Kendall County Office of the Sheriff



INTEROFFICE MEMORANDUM

TO: KENDALL COUNTY BOARD
FROM: CHIEF DEPUTY PETERS *mjp*
SUBJECT: CHEMIMAGE MAIL SCANNER
DATE: 011620
CC: AS NEEDED

Kendall County Board,

The Kendall County Sheriff's Office is requesting the authorization to purchase the ChemImage VeroVision Mail Screener at the cost of \$135,400. This amount was approved in the FY20 capital budget.

One of the many inmate services provided by the Sheriff's Office is the handling, screening, and delivery of inmate mail. Written letters can be an important and inexpensive way to maintain a close relationship with someone who is incarcerated. All mail entering and leaving a jail facility is searched for contraband and the writing is scanned for security issues. Inmate mail is a primary method of transferring drugs and other illicit/illegal controlled substances into secure detention facilities.

Addiction in our community is a major concern, since it is an epidemic and the interception of controlled substances through mail screening is critically important to maintaining the safety and security of our jail. Drugs entering correctional facilities are a known problem within the correctional community. Visual inspection of the mail can reveal a suspicious looking powder or a letter adhesive that looks like water has been applied to it. These findings are obvious red flags to most inspectors, but visual cues are not fail-proof and traditional testing of the mail is time-consuming.

The VeroVision Mail Screener by ChemImage is currently the only technology on the market designed to quickly test mail using light (spectral imaging) to detect illicit/illegal drugs. Using the VeroVision Mail Screener, staff will be able to detect the not-so-obvious presence of an illegal/illicit controlled substance such as methamphetamine, opiates, PCP or cocaine. The mail screener will detect both visible and non-visible drugs that may have been folded or concealed within the paper.

The use of the VeroVision Mail Screener features a simple, one-click detection interface that allows the operator to quickly screen mail and clearly confirm the existence of an illicit/illegal controlled substance. The mail screener uses near-infrared light to reveal what cannot be seen with the human eye. This light penetrates stamps, paper, crayons and other substances used to hide contraband in the mail and identifies the compounds present. The screener detects illegal drugs and common cutting agents by using high-resolution spectral data and makes a presumptive identification of the substance detected. Once detected and the substance identified, that mail can be restricted and possibly result in the arrest of the sender. The

use of this technology will significantly improve the health and safety inside of our jail, by drastically reducing the opportunity for drugs and other smuggled contraband from the inmate mail system.

The agreement/Terms and Conditions was modified based upon the Kendall County State's Attorney Office's recommendations and those modifications were accepted (with the exception of maintaining their obligation to abide by export licenses of the mail screener, there will be no impact to KCSO from this) by ChemImage and they have also provided a Sole Source Document, (see attached).

m p l c

Chief Deputy Peters

Attachments

Terms and Conditions

Quote

Sole Source Justification

Certificate of Liability Insurance





ChemImage Corporation
Michael Cisar — Account Manager
7325 Penn Avenue, Ste. 200
Pittsburgh, PA 15208
Mobile: 630-453-8863

December 31, 2019

TERMS & CONDITIONS:

These Terms and Conditions constitute the agreement between ChemImage Biothreat LLC, d/b/a ChemImage Sensor Systems (Seller) and County of Kendall, Illinois, a unit of local government (Customer). These terms and conditions supersede any inconsistent terms and conditions in any documentation submitted by Customer to Seller. ChemImage agrees to sell the Products to Customer provided that (i) the Products are available at the time of the order, (ii) ChemImage accepts the order, and (iii) Customer is in full compliance with the terms and conditions of this Agreement. Customer agrees to purchase the Products for use within the United States.

1. **Prices**. Prices are based on the products and quantity described in the quote. Any changes or deletions to the product, quantity, or specifications may alter the price. Seller reserves the right to alter the product and prices in the quote, subject to Customer's confirmation.

2. **Payment**. Payment shall be made in accordance with the Illinois Local Government Prompt Payment Act, as amended (50 ILCS 505/1 et seq.)

3. **Seller**. Offers ecommerce solutions giving customers flexible invoice and payment options.

A. Invoice Options. Customer may choose to receive invoices:

- i. Electronically via email
- ii. by mail
- iii. by email and mail

B. Payment Options. Payment to ChemImage may be made either electronically (preferred method) or by check. In the event that an electronic payment is made, Customer must include a remittance or invoice number with each transaction.

4. **Delivery**. Freight terms are FOB Seller's shipping point unless otherwise specified. Notwithstanding anything in the foregoing to the contrary, Seller also charges a shipping charge for any of the Products. Additional charges for emergency or overnight deliveries will be the responsibility of Customer and will be added to the invoice.

A. Damage or Shortage in Shipment. Seller exercises care in packing shipments. To minimize the possibility of error, all orders should be inspected upon receipt. ANY DAMAGE, SHORTAGE OR OVERAGE DUE TO SHIPPING SHOULD BE REPORTED TO SELLER'S CUSTOMER SERVICE DEPARTMENT AT 412.241.7335 or 1-877-241-3550 WITHIN TWO (2) BUSINESS DAYS OF RECEIPT. Customer's cooperation in providing this information will enable Seller to expedite the necessary adjustments. Seller will pre-pay and add shipping charges to the initial invoice.

Delivery dates are not guaranteed, but are estimated on the basis of immediate receipt by Seller of all information and approvals to be furnished by Customer and the absence of delays which are excused under Section 8 (Force Majeure). Seller shall endeavor in good faith to meet estimated delivery dates.



ChemImage Corporation
Michael Cisar — Account Manager
7325 Penn Avenue, Ste. 200
Pittsburgh, PA 15208
Mobile: 630-453-8863

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5. **Warranties.** Seller warrants to Customer that installation and related services provided shall be performed in a good and workman like manner, in accordance with the terms of the agreement, and all applicable laws, codes, regulations and other requirements, including safety standards. Seller warrants to the Customer that equipment manufactured by us shall be free from defects in materials and workmanship for a period of one (1) year from the date of installation of such equipment. Services performed by Seller in connection with such equipment, such as site training and installation services relating to the equipment, shall be free from defects for a period of one year from the date of shipment. Customer agrees that the Seller must perform an annual maintenance and preventative diagnostic on the product to maintain this warranty or any extended warranty purchased by the Customer, and Customer agrees to provide Seller all requested and relevant data related to the product covered by this warranty. Warranty repair or replacement within this one-year period may cover system assemblies and subassemblies, including the system sensor head unit (SHU), cables, switches, optical train, and power module. If defects in materials or workmanship are discovered within the applicable warranty period as set forth above, Seller shall a) in the case of equipment, at its sole option, either repair or replace the equipment or b) in the case of defective services, reperform such services. Seller may, at its sole discretion, issue a temporary system (a “loaner system”) to Customer while Customer’s warranted unit is undergoing repair. Seller shall repair units within a commercially reasonable time frame subject to Seller’s internal processes and availability of applicable system components and service personnel. Seller shall have the option of replacing equipment with substitute products or new, used, or refurbished replacement parts, and Customer acknowledges that parts used to repair or replace the system may be new, used, refurbished, or non-original manufacturer parts that perform to the factory specifications of the purchased system. Updates to software and libraries are available at no charge to Customer as long as customer is under warranty or has purchased an extended service warranty. This warranty does NOT include replacement glass for lamps, glass cleaner, light bulbs, sample analysis and investigation, or recipe development support. Such services and supplies may be purchased by Customer from Seller

6. **Return Goods Policy.** Seller can accept for credit only those Products that (a) do not perform pursuant to Seller’s specifications for the Products, or (b) may have been damaged during transportation to the Customer by the Seller. Return of the Products must be authorized before any returns will be accepted. In cases of Products damaged during shipments, Customer must contact Seller according to the procedures in Section 4(a) of these Terms and Conditions, and must do so within the time period specified. Customer shall contact Seller Customer Service for instructions on the return procedure to be followed.

7. **Warranty shall be void if the damage or problem at issue is a result of any of the following:** a) the product has been modified, altered, or repaired, except by Seller or its authorized agents, b) the product has not been installed or maintained or used in accordance with instructions provided by Seller, including Customer’s operational errors or requirements related to product placement, temperature, and environment, c) the product has been subject to misuse, abuse, intentional physical/mechanical/electronic damage, malicious mischief, reckless handling, animal or insect infestation, accident, thermal or electrical irregularity, theft, vandalism, fire, liquid, or other peril, including, but not limited to, damages caused by war, nuclear incident, terrorism, d) improper storage, containment, and/or operation outside the environmental specification of the product, e) the product has been subject to a connection of the product to other systems, equipment, or devices or use with



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other software (other than software specifically provided by Seller), f) product identification labels have been removed or altered on any part of the product or its constituent parts and accessories, or g) computer viruses or other malware.

8. Bankruptcy/Insolvency - In the event of Customer's bankruptcy or insolvency, or in the event any proceeding is brought against Customer, voluntarily or involuntarily, under the bankruptcy or insolvency laws, Seller may cancel any order then outstanding at any time during the period allowed for filing claims against the estate.

9. Force Majeure. Neither party shall be liable for defaults or delays due to Acts of God or the public enemy, acts or demands of any Government or any Governmental agency, fires, floods, accidents, or other unforeseeable causes beyond its control and not due to its fault or negligence. Each party shall notify the other in writing of the cause of such delay within five (5) days after the beginning thereof, describing the nature and estimated duration of the claiming party's inability to perform due to the force majeure event. The cause of such inability to perform will be remedied by the claiming party with all reasonable dispatch.

10. Indemnification. Seller shall indemnify, hold harmless and defend with counsel of Customer's own choosing, Customer, its past, present and future elected officials, department heads, employees, insurers, and agents (hereinafter collectively referred to as "Releasees") from and against all liability, claims, suits, causes of action, demands, proceedings, set-offs, liens, attachments, debts, expenses, judgments, or other liabilities including costs, reasonable fees and expense of defense, arising from any loss, damage, injury, death, or loss or damage to property, of whatsoever kind or nature as well as for any breach of any covenant in the Contract or ancillary documents and any breach by Seller of any representations or warranties made within the agreement (collectively, the "Claims"), to the extent such Claims result from any act or omission, neglect, willful acts, errors, or misconduct of Seller in its performance under this Agreement.

Pursuant to 55 ILCS 5/3-9005, no attorney may be assigned to represent the Releasees pursuant to this Section of the agreement unless the attorney has been approved in writing by the Kendall County State's Attorney. Releasees' participation in its defense shall not remove Seller's duty to indemnify, defend, and hold Releasees harmless, as set forth above. Releasees do not waive their defenses or immunities under the Local Government and Governmental Employees Tort Immunity Act (745 ILCS 10/1 et seq.) by reason of this indemnification provision. Indemnification shall survive the termination of this Agreement.

11. Assignment. Neither this order nor any rights or obligations herein may be assigned by either party nor may either party delegate the performance of any of its duties hereunder without the other party's prior written consent.

12. Intellectual Property. Seller warrants that products furnished under the Sales Contract, and any part thereof, shall be delivered free of any rightful claim of any third party for infringement of any United States patent. Customer acknowledges and agrees that all intellectual property rights in the Products and Software and in any Seller technology, intellectual property, and knowhow used to make or useful for the manufacture or use



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of the products will at all times remain vested in the Seller. Customer shall not use Seller's trademark, tradename, or other indication in relation to the Product unless in accordance with Seller's instructions or prior written approval and solely for the purposes expressly specified by Seller in writing. Customer shall not have nor obtain any right, title, or interest in or to any Seller's owned trademarks, tradenames, or other indications. Customer acknowledges all rights, title, and interest of Seller in respect of and to Seller's owned trademarks, tradenames, and other indications.

13. **Remedies.** In any action with respect to this Agreement, the Parties are free to pursue any legal remedies at law or in equity. The prevailing party by 75% or more of damages sought, in any action brought pursuant to this Agreement, shall be entitled to reasonable attorneys' fees and court costs arising out of any action or claim to enforce the provisions of this Agreement. In awarding attorney fees, the Court shall not be bound by any Court fee schedule, but shall, in the interest of justice, award the full amount of costs, expenses, and attorney fees paid or incurred in good faith.

14. **Invoices and Notices.** All correspondence covering this agreement must be addressed to ChemImage Biothreat LLC, d/b/a ChemImage Sensor Systems, 7301 Penn Ave., Pittsburgh, PA 15208. In the case of notice to Customer, Attention: Sheriff Dwight Baird 1102 Cornell Lane, Yorkville, Illinois, 60560, fax (630) 553-4379, with a copy sent to: Kendall County State's Attorney, 807 John Street, Yorkville, Illinois, 60560, fax (630)553-4204. The parties agree that for any transactions subject to this agreement, facsimile signatures shall be accepted as original signatures, orders may be transmitted electronically and any document created pursuant to this order may be maintained in an electronic document storage and retrieval system, a copy of which shall be considered an original.

15. **Severability.** In case any one or more provisions contained in this agreement shall be invalid, illegal, or unenforceable in any respect, the validity, legality, or enforceability of the remaining provisions contained herein shall not in any way be affected or impaired thereby

16. **Notice.** Any notice given under this agreement shall be in writing and will be effective: (i) when delivered if delivered in person; or, (ii) three (3) days after deposited in the United States mail to the address provided on the first page of this quote. Email communications are solely for the convenience of the parties and will not constitute valid or effective legal notice for purposes of this agreement.

17. **Taxes.** Prices do not include any municipal, provincial, state or federal sales, use, excise, value added or similar taxes. Consequently, in addition to prices specified, the amount of any present or future taxes, duties and/or tariffs that may be imposed shall be paid by Customer, or in lieu thereof, Customer will provide Seller with a tax exemption certificate acceptable to the taxing authorities.



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18. **Applicable Law and Venue.** This Agreement shall be construed in accordance with the law and Constitution of the State of Illinois. The parties agree that the venue for any legal proceedings between them shall be the Circuit Court of Kendall County, Illinois, Twenty-Third Judicial Circuit, State of Illinois.

19. **Compliance With State and Federal Laws.** Seller agrees to comply with all applicable federal, state and local laws and regulatory requirements and to secure such licenses as may be required for its employees and to conduct business in the state, municipality, county and location. Such obligation includes, but is not limited to, environmental laws, civil rights laws, prevailing wage and labor laws. Customer acknowledges that product(s) sold to Customer under this Agreement are subject to the Export Administration Regulations and other applicable rules and regulations, as may be amended from time to time. Customer acknowledges and agrees that the product(s) sold under this Agreement may not be re-sold, diverted, transferred, or otherwise be disposed of, to any other country or to any foreign person other than the Customer without first obtaining an appropriate license from the U.S. Department of Commerce or use of an applicable exemption.

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

21. **Waiver.** Customer's and/or the Seller's waiver of any term, condition, or covenant or breach of any term, condition, or covenant, shall not constitute a waiver of any other term, condition, or covenant, or the breach thereof.

22. **Independent Contractor Relationship.** It is understood and agreed that Seller is an independent contractor and is not an employee of, partner of, agent of, or in a joint venture with Customer. Seller understands and agrees that Seller is solely responsible for paying all wages, benefits and any other compensation due and owing to Seller's officers, employees, and agents for the performance of services set forth in the Agreement. Seller further understands and agrees that Seller is solely responsible for making all required payroll deductions and other tax and wage withholdings pursuant to state and federal law for Seller's officers, employees and/or agents who perform services as set forth in the Agreement. Seller also acknowledges its obligation to obtain appropriate insurance coverage for the benefit of Seller, Seller's officers, employees and agents and agrees that Customer is not responsible for providing any insurance coverage for the benefit of Seller, Seller's officers, employees and agents. Seller hereby agrees to defend with counsel of Customer's own choosing, indemnify and waive any right to recover alleged damages, penalties, interest, fees (including attorneys' fees), and/or costs from Customer, its past, present and future board members, elected officials, employees, insurers, and agents for any alleged injuries that Seller, its officers, employees and/or agents may sustain while performing services under the Agreement.

23. **Background Checks/Security.** Seller shall exercise general and overall control of its officers, employees and/or agents. Seller agrees that no one shall be assigned to perform work at Customer's facilities on behalf of Seller, Seller's consultants, subcontractors and their respective officers, employees, agents and assigns unless Seller has completed a criminal background investigation for each individual to be performing work at the site.



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In the event that the individual's criminal background investigation reveals that the individual has a conviction record that has not been sealed, expunged or impounded under Section 5.2 of the Criminal Identification Act, Seller agrees that the individual shall not be assigned to perform work on or at Customer's facilities absent prior written consent from Customer and the Kendall County Sheriff. Customer or the Kendall County Sheriff, at any time, for any reason and in Customer's or the Kendall County Sheriff's sole discretion, may require Seller and/or Seller's consultants, and/or subcontractors to remove any individual from performing any further work under this Agreement.

Seller understands, and agrees, that any person who takes into, or out of, or attempts to take into, or out of, a correctional facility, or the grounds belonging to or adjacent to the correctional facility, any item not specifically authorized by the correctional facility, such as contraband, shall be prosecuted. All persons, including employees and visitors, entering upon such premises are subject to routine searches of their persons, vehicles, property and/or packages. Contraband shall include, but not be limited to, any dangerous drug, narcotic drug, intoxicating liquor, deadly weapon, dangerous instrument, ammunition, explosive or any other article whose use of or possession of would endanger the safety, security or preservation of order in a correctional facility or any persons therein. Seller further agrees that it shall notify correctional facility personnel of the loss or breakage of any tools and equipment while within the facility.

24. **Non-Discrimination.** Seller, its officers, employees, and agents agree not to commit unlawful discrimination and 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.

25. **Certification.** Seller certifies that Seller, 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). Seller further certifies by signing the Contract documents that Seller, its parent companies, subsidiaries, and affiliates have not been convicted of, or are not barred for attempting to rig bids, price-fixing or attempting to fix prices as defined in the Sherman Anti-Trust Act and Clayton Act. 15 U.S.C. § 1 et seq.; and has not been convicted of or barred for bribery or attempting to bribe an officer or employee of a unit of state or local government or school district in the State of Illinois in that Officer's or employee's official capacity. Nor has Seller made an admission of guilt of such conduct that is a matter of record, nor has any official, officer, agent, or employee of the Seller been so convicted nor made such an admission.

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

27. **Insurance.** All coverage shall be placed with insurers authorized to conduct business in Illinois with a current A.M. Best's rating of no less than A:VII. Each insurance policy shall not be cancelled or changed



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without thirty (30) calendar days prior written notice, given by the insurance carrier to Customer at the address set forth herein.

28. Minimum Scope and Limit of Insurance. All coverage shall be at least as broad as the following:

Commercial General Liability ("CGL"): Insurance Services Office Form CG 00 01 covering CGL on an "occurrence" basis, including products and completed operations, property damage, bodily injury and personal & advertising injury with limits no less than \$1,000,000 per occurrence. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location (ISO CG 25 03 or 25 04) or the general aggregate limit shall be \$2,000,000.

Umbrella/Excess Liability: Limits of liability equal to or greater than \$5,000,000 per occurrence and \$5,000,000 in aggregate.

Automobile Liability: Insurance Services Office Form Number CA 0001 covering, Code 1 (any auto), or if Seller has no owned autos, Code 8 (hired) and 9 (non-owned), with limit no less than \$1,000,000 per accident for bodily injury and property damage.

Workers' Compensation Insurance: Insurance as required by the State of Illinois, with Statutory Limits, and Employer's Liability Insurance with limit of no less than \$1,000,000 per accident for bodily injury or disease.

Professional Liability (Errors and Omissions) Insurance: Professional insurance appropriate to Seller's profession, with limit no less than \$2,000,000 per occurrence or claim and \$2,000,000 aggregate.

If Seller maintains broader coverage and/or higher limits than the minimums shown above, Customer shall be entitled to the broader coverage and/or the higher limits maintained by the Seller. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the Customer.

Additional Insured Status: Customer and its, past, present, and future its officers, officials, employees, and volunteers are to be covered as additional insureds on the CGL policy with respect to liability arising out of work or operations performed by or on behalf of Seller including materials, parts, or equipment furnished in connection with such work or operations. General liability coverage can be provided in the form of an endorsement to Seller's insurance (at least as broad as ISO Form CG 20 10 11 85 or both CG 20 10, CG 20 26, CG 20 33, or CG 20 38; and CG 20 37 forms if later revisions used).

Primary Coverage: For any claims related to this contract, the Seller's insurance coverage shall be primary insurance primary coverage at least as broad as ISO CG 20 01 04 13 with respect to Customer, its past present and future officers, officials, employees, and volunteers. Any insurance maintained by Customer, its past present or future officers, officials, employees, or volunteers shall be excess of the Seller's insurance and shall not contribute with it.



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Waiver of Subrogation: Seller hereby grants to Customer and its, past, present, and future its officers, officials, employees, and volunteers a waiver of any right to subrogation which any insurer of said Seller may acquire against Customer by virtue of the payment of any loss under such insurance. Seller agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation, but this provision applies regardless of whether or not Customer has received a waiver of subrogation endorsement from the insurer.

Claims Made Policies: If any of the required policies provide coverage on a claims-made basis, (1) the Retroactive Date must be shown and must be before the date of the contract or the beginning of contract work, (2) insurance must be maintained and evidence of insurance must be provided for at least five (5) years after completion of the contract of work, and (3) if coverage is canceled or non-renewed, and not replaced with another claims-made policy form with a Retroactive Date prior to the contract effective date, the Seller must purchase “extended reporting” coverage for a minimum of five (5) years after completion of contract work.

Verification of Coverage: Seller shall furnish Customer with original Certificates of Insurance including all required amendatory endorsements (or copies of the applicable policy language effecting coverage required by this clause) and a copy of the Declarations and Endorsement Page of the CGL policy listing all policy endorsements to Customer before work begins. However, failure to obtain the required documents prior to the work beginning shall not waive the Seller’s obligation to provide them. Customer reserves the right to require complete, certified copies of all required insurance policies, including endorsements required by these specifications, at any time.

Subcontractors: Seller shall require and verify that all subcontractors maintain insurance meeting all the requirements stated herein, and Contractor shall ensure that Customer is an additional insured on insurance required from subcontractors.

29. Protection of Work and Clean-Up: The Seller shall be responsible for the protection of all work (including, but not limited to, all work performed by the Seller and its subcontractors, employees and agents until its completion and final acceptance by Customer. The Seller shall, at its own expense, replace all damaged or lost materials or repair damaged parts of the work, and the Seller shall be liable therefore. The Seller and its subcontractors, employees and agents shall take all risks from floods and casualties, and shall make no claim for damages for delay from such causes. The Seller may, however, be allowed a reasonable extension of time on account of such delays, subject to the conditions herein before specified and subject to approval by a majority vote of the Kendall County Board members present for said vote. The Seller shall remove from the vicinity of the work upon its completion all surplus material or equipment belonging to the Seller, its subcontractors, employees and agents or used under their direction during construction.

30. Waiver of Lien. Seller hereby waives any claim of lien against subject premises on behalf of Seller, its officers, insurers, employees, agents, suppliers and/or sub-contractors employed by this Agreement. Upon completion of the project and as a condition prior to payment in full, Seller shall tender to Customer a final waiver of lien for all subcontractors and/or suppliers.



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31. **Entire Agreement.** This agreement constitutes the entire agreement between Customer and Seller, and there are no other promises or conditions in any other Agreement whether oral or written. This Agreement supersedes any prior written or oral agreements between the parties and may not be modified except in writing acknowledged by both parties.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their duly authorized officers on the above date.

Seller, ChemImage Biothreat, LLC d/b/a ChemImage Sensor Systems:	Customer, Kendall County:
Signature: _____	_____ Scott Gryder, Board Chairman
Name: _____	_____ Debbie Gillette, County Clerk
Job Title: _____	_____ Dwight Baird, Sheriff
Date: _____	_____



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Chief Deputy Michael Peters
Kendall Co Sheriff's Office
1102 Cornell Lane
Yorkville, IL 60560
630-553-7500
mpeters@co.kendall.il.us

Dear Chief Deputy Peters,

Per your request, I have attached a quote for the VeroVision Mail Screener system totaling \$135,400. This quote provides a VeroVision Mail Screener System which includes the presumptive identification feature, installation, training and shipping.

ChemImage understands the threat of illicit drugs smuggled into facilities through postal mail. This solution greatly increases facility security by empowering your officers with technology that will help them identify drugs hidden in the mail. We are committed to continually develop our technology with our customers to address the latest threats. Our customers also benefit from added security and intelligence data the Mail Screener provides.

I look forward to opportunity to bring these benefits to staff at Kendall County. Please contact me anytime with questions.

We look forward to earning your business.

Best Regards,

Peter Safran
ChemImage Corporation - Director of Sales



Regarding: Sole Source Justification

This letter is to confirm that the VeroVision Mail Screener is a sole source product, manufactured, sold and distributed exclusively by ChemImage Corporation. No division of ChemImage, nor any other company, makes a similar or competing product. This product must be purchased directly from ChemImage at the address listed above.

The VeroVision Mail Screener is the only wide-field of view, hyperspectral imaging-based device designed specifically for detecting concealed illicit chemical compounds and cutting agents within postal mail. No other like products, that would serve the same purpose or function as the VeroVision Mail Screener, are available for purchase. Because of our investment in the Mail Screener innovation, ChemImage has created a portfolio of intellectual property rights that include:

- Patents
- Trademarks
- Copyrights
- Proprietary Software

Attached, you will find additional specifications unique to the VeroVision Mail Screener System.

If you desire additional information, do not hesitate to contact me at (412) 901-5305 at any time. Thank you for your interest in our products.

Regards,

A handwritten signature in black ink, appearing to read "Peter Safran", with a stylized flourish at the end.

Peter Safran
Director of Sales



Introduction

Drugs entering correctional facilities through the mail is a known problem within the corrections community, therefore, correctional facilities have instituted various policies and procedures for inspecting incoming mail. Human inspection, the most common form of mail inspection, is naturally prone to inconsistency, especially when multiple individuals inspect the mail. In most facilities, mail screening is a tedious and repetitive process, therefore, the human inspectors are often subject to the effects of boredom that can occur during the inspection process. To further complicate matters, offenders are becoming more creative with their drug concealment methods, making the task of finding drugs in the mail all the more challenging.

In an effort to reduce the likelihood of drugs entering the facility through the mail as well as to combat especially creative concealment methods, many institutions have placed stringent restrictions on the types of items that can be sent to the inmates. Because of these tight restrictions, many inmates are suing the institutions over their mail screening policies and practices. The Vero Vision™ Mail Screener was introduced to address the various challenges associated with preventing drugs from entering the corrections facilities through the mail.

The Vero Vision Mail Screener utilizes near-infrared light to reveal what cannot be seen with the human eye. This light penetrates stamps, paper, crayons and other confusants used to hide contraband in the mail. VeroVision acquires key infrared color/wavelength datasets of the entire article of mail. Using sophisticated processing methods, contraband materials are targeted and isolated from complex backgrounds or other innocuous materials that may be added to try to hide the contraband.

The VeroVision Mail Screening system capitalizes on its ability to rapidly scan a wide area and detect contraband materials, allowing the vast majority of the "clean" mail to be scanned and distributed to inmates within policy guidelines.

When a positive detection has occurred, the Vero Vision Mail Screener collects and processes high-resolution chemical signatures of the material that has been detected and matches that to library of known materials to provide a presumptive identification -all within the same instrument. This system is powered by a software package that was designed specifically with the corrections mail inspection process in mind. This easy-to-use interface enables mail inspectors to utilize state-of-the-art technology without being overwhelmed by this new technology. Mail screening is completed with a single button push, and user friendly images are used to display contraband detection so the user knows exactly where the contraband is located within the article of mail.

Attachment 1: Specifications

The unique system specifications for the VeroVision Mail Screener system are as follows:

The system comes equipped with a sample platform, light sources, an imaging detector and a dedicated computer running ChemImage's Mail Screener user-application.

The lighting and imaging optics are configured to enable wide-field of view imaging (9" x 12"), large enough to completely scan full-size envelopes or standard sheets of paper, with sufficient spatial resolution to detect small amounts of drugs embedded within the mail.



This mail screening system uses reflected or transmitted light from each point in the sample image to create chemical-based contrast within the image. Images are collected as a function of wavelength; therefore, each pixel within the dataset is evaluated for the presence of illicit materials. By evaluating both spatial and spectral information, contraband materials can be distinguished from background materials, colors or patterns, or substances used to conceal the contraband to the human inspector. Proprietary software and algorithms were specifically developed for unique chemical signature detection of illicit drugs and common cutting agents. This combination of components and software provide a method of contraband detection that is unique only to the ChemImage VeroVision Mail Screener.

VeroVision Mail Screener Specifications

Equipment Specifications

- Mail Screening Lighting Stand for Document Scanning (Reflectance and Transmittance Modes)
 - Sample platform
 - Transmitted and reflected lights
 - NIR Hyperspectral Imaging (800 to 1800 nm range)
 - 9 inch x 12 inch field of view
- Workstation Operator Control Unit with 23" Touch Screen Display
- Ethernet and sensor head cables
- VeroVision Mail Screener software application
 - Single button scan function
 - < 10 second time to detect
 - Detect through 3-layers of paper
 - 5 mg limit of detection minimum on all drugs of interest (see table below for current materials within contraband library)
 - Audit trail tracking of the detections and printed on reports
- Operator Manual
- Installation and Training
- Power Requirements: Voltage: 100V/240V; Frequency: 50/60 Hz; Required Power: 1500 VA
- Environmental Requirements: Indoor use only; Attitude up to 2,000 meters; Temperature 5°C (41°F) to 40°C (104°F); Maximum relative humidity 80% for temperatures up to 31°C
- Instrument Dimensions: 22.5" (W) x 23" inch (D) x 48" (H)
- Weight: 90 LBS (not including Workstation)

Software Capabilities



- Easy to use software developed with the correctional facility mail inspector in mind.
- One-button scan functionality
- Image and spectral information collected simultaneously
- Each pixel in the image has an associated spectrum
- Substrate signal or background patterns removed
- Powerful spectral mixture resolution capabilities via chemometrics
 - Detection results presented in user-friendly image format
 - User has the ability to enter facility specific information with each detection
 - Detection database maintained for post-detection review
 - Detection reports generated from detection database with embedded audit trail information.

Materials in Contraband Library (materials list is continuously being updated)

- Cocaine
- D-Amphetamine
- Fentanyl
- Heroin
- Ketamine
- Methamphetamine HCL
- Methadone
- Phencyclidine (PCP)
- Suboxone® (and generic versions)

Suboxone® is a registered trademark of ReckittBenckiser Pharmaceuticals Inc.

ChemImage has designed and developed its mail screener with integrated proprietary software to interdict drugs hidden in the mail. It has based this system architecture around the following list of patents.

Item	Status	Patent Number	Patent Description	
1	Issued	7,046,359	System and method for dynamic chemical imaging	Primary
2	Issued	7,317,516	Near Infrared Chemical Imaging Microscope	Primary
3	Issued	7,436,500	Near Infrared Chemical Imaging Microscope	Primary
4	Issued	7,548,310	Method and Apparatus for Compact Spectrometer for Multipoint Sampling of an Object	Primary
5	Issued	8,269,174	Method and apparatus for compact spectrometer for multipoint sampling of an object	Primary

7325 Penn Ave., Suite 200, Pittsburgh, PA 15208 | Tel: 412-241-7335 | Fax: 412-241-7311 | www.chemimage.com



6	Issued	8,289,513	System and method for component discrimination enhancement based on multispectral addition imaging	Primary
7	Issued	8,368,880	Chemical imaging explosives (chimed) optical sensor using SWIR	Primary
8	Issued	USRE39977 E1	Near Infrared Chemical Imaging Microscope	Primary
9	Issued	8,094,294	Multipoint method for identifying hazardous agents	Primary
10	Issued	9,103,714	System and methods for explosives detection using SWIR	Primary
11	Issued	6,992,809	Multi-conjugate liquid crystal tunable filter	Secondary
12	Issued	7,072,770	Method for identifying components of a mixture via spectral analysis	Secondary
13	Issued	7,362,489	Multi-conjugate liquid crystal tunable filter	Secondary
14	Issued	7,409,299	Method for identifying components of a mixture via spectral analysis	Secondary
15	Issued	7,933,430	Method and apparatus for spectral mixture resolution	Secondary
16	Issued	7,956,991	Method and apparatus for interactive hyperspectral image subtraction	Secondary
17	Issued	8,400,574	Short wave infrared multi-conjugate liquid crystal tunable filter	Secondary
18	Issued	8,537,354	System and method for instrument response correction based on independent measurement of the sample	Secondary
19	Issued	8,736,777	VIS-SNIR multi-conjugate liquid crystal tunable filter	Secondary
20	Issued	8,525,987	Method for operating an optical filter in multiple modes	Secondary
21	Issued	9,464,934	System and Method for Correcting Spectral Response Using a Radiometric Correction Filter	Secondary
22	Issued	7,990,532	Method and apparatus for multimodal detection	Tertiary



23	Issued	8,582,089	System and method for combined Raman, SWIR and LIBS detection	Tertiary
24	Issued	8,553,210	System and method for combined Raman and libs detection with targeting	Tertiary
25	Issued	8,547,540	System and method for combined Raman and LIBS detection with targeting	Tertiary
26	Issued	8,743,358	System and method for safer detection of unknown materials using dual polarized hyperspectral imaging and Raman spectroscopy	Tertiary
27	Issued	7,679,740 B2	Method and apparatus for multimodal detection	Tertiary
28	Issued	8,379,193 B2	SWIR targeted agile Raman (STAR) system for on-the-move detection of emplace explosives	Tertiary
29	Issued	8,994,934 B1	System and method for eye safe detection of unknown targets	Tertiary

Contrast to Other Technologies

Human Inspection

The most common mail inspection technique is human inspection. Humans can only see in the visible light region, and there are many techniques (such as the use of colors, layers, stickers, crayons, etc.) that conceal the contraband from the human inspector. Inspecting hundreds of articles of mail can become a mundane task; as a result, human inspector's attention can drift and they can miss even obvious indicators of contraband placement. Human detection is also inherently subjective and can therefore vary from inspector to inspector.

VeroVision utilizes infrared light to see through the common hiding methods, and is a computer imaging and processing tool that objectively and consistently scans the mail.

Drug Detection Dogs

Canines are routinely used for drug interdiction efforts. Dogs have a limited working period since they, like humans, get bored of the task at hand. It also takes significant time to train canines on new drugs -the key components must be identified that can be used to train the dog on that particular drug. Should a canine identify a mail bin containing drugs that bin can be compromised and tainted with a residual scent requiring additional human screening that miss contraband that is not visible to the naked eye.

VeroVision operates continuously and can be easily upgraded with new drugs once they are identified as an issue within the corrections community.



Dye Kits

Several commercial dye kits are available to identify drugs. These kits require the user to know the location of the potential drug in order to sample the correct area. The dye kit technique is destructive and in many cases requires multiple samples and a series of colorimetric tests to fully identify the material of interest.

VeroVision scans the entire sample and detects the location of the contraband, without requiring any prior knowledge of its location. VeroVision is also non-destructive and preserves the material for later presentation or analysis.

Forensics Spectrometry Methods

Traditional forensics laboratory instruments, such as mass spectrometry, Raman spectrometry, FTIR spectrometry, etc., can be utilized to identify the contraband, but all these systems require prior knowledge of the location of the contraband. Many of these instruments are destructive and many require the contraband to be exposed to test. The high-accuracy of these spectrometer systems also require a longer period of time to acquire the accurate spectral data to match to their library.

VeroVision rapidly detects the location of the contraband, and then completes the higher resolution acquisition required to identify the contraband -all without moving or destroying the sample.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

1/16/2020

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME: Charlene Dean
TJS Insurance Group	PHONE (A/C, No, Ext): (412) 395-4000
1301 Grandview Avenue,	FAX (A/C, No): (412) 381-9368
Suite 400	E-MAIL ADDRESS: cdean@tjsins.com
Pittsburgh, PA 15211	INSURER(S) AFFORDING COVERAGE
INSURED	INSURER A: Federal Insurance Company
Chemimage Corporation	INSURER B:
7325 Penn Avenue	INSURER C:
Ste 200	INSURER D:
Pittsburgh PA 15208	INSURER E:
	INSURER F:

COVERAGES

CERTIFICATE NUMBER: CL1931617136

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR			35808757	4/1/2019	4/1/2020	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ EXCLUDED Employee Benefits \$ 1,000,000
A	GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:						
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS			73242676	4/1/2019	4/1/2020	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ Uninsured/Underinsured Mot \$ 1,000,000
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$ 0			79781737	4/1/2019	4/1/2020	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	71648805	4/1/2019	4/1/2020	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
A	PRODS LIABILITY-CLAIMS MADE			35808747	4/1/2019	4/1/2020	PRODUCTS LIABILITY \$5,000,000
A	ERRORS&OMISSIONS-CLAIMS MAD			35808747	4/1/2019	4/1/2020	ERRORS & OMISSIONS \$10,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

RE: Mail Screener

Kendall County Sheriff's Office and its, past, present, and future its officers, officials, employees, and volunteers are added as Additional Insured with respects to General Liability on a Primary and Non-Contributory basis. 30 day notice of cancellation applies.

PRODUCTS LIABILITY - CLAIMS MADE - RETRO DATE -03/01/2002

ERRORS&OMISSIONS-CLAIMS MADE - RETRO DATE - 01/12/2006

CERTIFICATE HOLDER

CANCELLATION

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

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

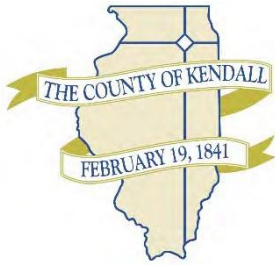
Charlene Dean/CLD

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ACORD 25 (2014/01)

INS025 (201401)



Kendall County Agenda Briefing

Committee: Planning, Building and Zoning Committee

Meeting Date: January 13, 2020

Amount: N/A

Budget: N/A

Issue: Petition 20-01 Request from the Planning, Building and Zoning Committee to Repeal and Replace Kendall County's Recreational Vehicle Park and Campground Regulations

Background and Discussion:

In summary the proposed changes are as follows:

The purpose expanded to include the protection and maintenance of commercial and industrial lands in addition to agricultural lands; the reference to the Kendall County ACSC office was changed to the Soil and Water Conservation District; various references to the Zoning Department was changed to the Planning, Building and Zoning Department; the reference to the Kendall County Soil and Erosion Ordinance was changed to Stormwater Management Ordinance; the requirement that campgrounds and parks not cause demands that increase additional public funds to be expended for fire or police services was deleted (Section 3.4.b) and the subsequent sections of were re-lettered; the requirement that no permanent resident are allowed was added to the final sub-section of Section 3.4; citation authority was added to Section 4; registers must be provided within two (2) business days of request; the definitions of accessory buildings and collector roads were clarified to include additional terms; the definitions of daily user, group camping, and health authority were deleted; the definitions of business day, permanent resident, and register were added; definition of rv was amended; variance procedure was added.

Committee Action:

PBZ voted to forward the proposal to COW by a 4-0 vote; Member Flowers was absent.

Staff Recommendation:

Approval

Prepared by: Matthew H. Asselmeier, AICP

Department: Planning, Building and Zoning Department

Date: January 16, 2020

ORDINANCE # 2020-_____

**AMENDMENT TO THE KENDALL COUNTY RECREATIONAL VEHICLE PARK
AND CAMPGROUND REGULATION**

WHEREAS, the Kendall County Board approved regulations pertaining to recreational vehicle parks and campgrounds on October 13, 1981; and

WHEREAS, the Kendall County Board last amended regulations pertaining to recreational vehicle parks and campgrounds on June 14, 1983; and

WHEREAS, the Kendall County Board amends ordinances from time to time in the public interest; and

WHEREAS, the Kendall County Board has determined that certain provisions and definitions contained in the recreational vehicle parks and campgrounds regulations require clarification; and

WHEREAS, the Kendall County Board had the authority to amend the Kendall County Recreational Vehicle Park and Campground Regulations by official action; and

NOW, THEREFORE, BE IT ORDAINED, the Kendall County Board hereby repeals the existing Kendall County Recreational Vehicle Park and Campground Regulations in its entirety and approves the Kendall County Recreational Vehicle Park and Campground Regulations as presented in Exhibit "A" attached hereto and made a part hereof.

IN WITNESS OF, this Ordinance has been enacted by the Kendall County Board this 21st day of January, 2020.

Attest:

Kendall County Clerk
Debbie Gillette

Kendall County Board Chairman
Scott R. Gryder

KENDALL COUNTY
RECREATIONAL VEHICLE PARK
AND CAMPGROUND REGULATIONS

1.0 PURPOSE

This ordinance is designed to:

1.1 Protect and maintain productive agricultural, commercial, and industrial lands;

1.2 Protect and maintain the future development of agricultural operations by protecting existing agricultural operations from incompatible uses;

1.3 Prevent excessive increases in public service costs by directing proposed campgrounds to areas served by or adjacent to public service facilities;

1.4 Protect the County's high quality recreational resource areas including wooded areas, natural watercourses, ponds, wetlands, unique topographic features, and slopes exceeding 10%, and,

1.5 Insure that Recreational Vehicle Parks and Campgrounds maintain the high quality of the County's recreational resource areas.

2.0 DEVELOPMENT APPLICATION AND SITE PLAN REQUIREMENTS

2.1 All applications for a permit to operate a recreational vehicle park or campground shall contain the following:

- a. Name, address and telephone number of applicant.
- b. Percentage of interest of the applicant and/or owners in the proposed campground.
- c. Name and address of all persons holding an interest or having an interest in the proposed campground.
- d. Location, address and legal description of the entire proposed campground.
- e. Existing zoning of subject property and all adjacent properties.
- f. Complete engineering plans and specifications of the proposed campground showing:
 1. The area and dimensions of the entire tract of land;
 2. The number, location and size of all lots intended for use by recreational vehicles or tents;
 3. The number, location and size of all unimproved, partially improved and fully improved lots;
 4. The location, right-of-way and surfaced roadway width and surfacing materials of roadways and walkways;
 5. The location of proposed interior vehicular and pedestrian circulation patterns;
 6. The location of service buildings, sanitary stations and any other existing or proposed structures;
 7. The location of water and sewer lines;
 8. Plans and specifications of all buildings constructed or to be constructed within the campground;
 9. Plans and specifications of the water supply, refuse and sewage disposal facilities, pet exercise and sanitation areas;

10. The location and details of lighting and electrical systems;
11. The location of fire hydrants, if provided;
12. Location of all drainage easements to comply with County drainage plans.
13. Quantity and point or area of departure of storm water runoff prior to and subsequent to construction of the proposed RV park.
14. Erosion control and landscaping plans;
15. Kendall County Soil and Water Conservation District soils report;
16. The calendar months of the year during which the applicant will operate the proposed campground.

Where a campground development is proposed for construction in a series of stages, a master plan for the development of the entire tract of land shall be submitted along with the detailed plans and specifications for the initial stage, as well as any subsequent stages.

2.2 Every application for the construction, operation, maintenance and occupancy for a campground shall be accompanied with plans and specifications, fully setting out the trailer spaces, the position of each RV, motor vehicle parking spaces, the driveway giving access thereto and a plan of landscaping. Before any permit is issued for a campground and the use thereof, the plans and specifications shall first be approved by the Kendall County Planning, Building and Zoning Department and the Kendall County Health Department, taking into account all the provisions as set out herein, as well as such special conditions as may be imposed by the Kendall County Board or its specified subcommittee, and provided further that said plans and specifications are in accordance with State regulations governing campgrounds.

2.3 After completing the necessary zoning requirements and when upon review of the application, the Planning, Building and Zoning Department has determined that the proposed plan meets all requirements of this Ordinance, a permit shall be issued.

3.0 CRITERIA TO BE USED IN EVALUATING RECREATIONAL VEHICLE PARKS

- 3.1 Compatibility with nearby agricultural and other land uses;
 - a. The park or campground must be screened from nearby agricultural and other land uses by a vegetative buffer other than multiflora rose or Honeysuckle. The width of the buffer should vary in proportion to the maximum campground or park population up to a maximum of 300 feet.
 - b. The periphery of the park or campground, except at designated access roads, must be completely enclosed and maintained by a fence which will not permit people or farm animals to pass through it;
 - c. The park or campground must maintain litter control and refuse collection so as to prevent litter or refuse from blowing onto or otherwise being deposited on nearby lands;
 - d. Traffic from the park or campground must not seriously impair the movement of or cause hazard to agricultural and vehicular traffic.
- 3.2 Maintaining and protecting high quality recreational resource areas;
 - a. All lands classified as floodplains shall remain in permanent open space;
 - b. No more than 20% of any forest shall be cleared or developed and the remaining 80% shall be retained in permanent open space;
 - c. All ponds, wetlands, and water courses shall be left in permanent open space and no dredging, filling, or diversion of water shall be permitted;

- d. Storm water runoff shall be limited to the rate which would occur under natural conditions;
 - e. All ponds, wetlands, and watercourses are to be protected from erosion and sedimentation in accordance with the Stormwater Management Ordinance;
 - f. Areas with slopes greater than 15% are to be retained in permanent open space;
 - g. Scenic views from public highways or adjoining lands must be maintained.
- 3.3 Insuring high quality recreational vehicle parks or campgrounds.
- a. The park or campground should provide separate circulation systems for vehicles and pedestrians;
 - b. Access to the park must be safe and convenient;
 - c. To insure adequate open space and protection of resource areas, lots within the park or campground should be clustered;
 - d. Internal roads, except one main collector road, should be one way and no wider than 18';
 - e. Collector roads should be no wider than 24';
 - f. Recreation facilities within the park should be in proportion to the maximum park population;
 - g. Recreational space within the park should be in proportion to the maximum park population and may include up to 60% of the park or campground;
 - h. Water supply and waste disposal facilities shall be designed, constructed and maintained in accordance with Health Department regulations.
 - i. The storage, collection and disposal of refuse shall be performed as to minimize accidents, fire hazards, air pollution, odors, insects, rodents or other nuisance conditions;
 - j. No parking is permitted on interior roads;
 - k. All outdoor cooking facilities shall be located, constructed, and maintained to minimize fire hazard and smoke nuisance;
 - l. All accessory uses should be limited to park residents;
 - m. There shall be no indication of retail accessory uses visible from any public road or street;
 - n. Lots in the park or campground must be at least 1500 square feet;
 - o. Trailers and accessory structures must be separated from one another by at least 10 feet in all directions;
 - p. Off street parking is to be provided at the rate of 2.25 parking spaces per lot.
- 3.4 Prevent excessive increases in Public Service Costs.
- a. Traffic generated by the maximum park or campground population must not exceed capacities of the local traffic network or cause public funds to be used for traffic safety or control improvements;
 - b. Demands for public water or sanitary waste disposal must not overburden current facilities;
 - c. No recreational vehicle or trailer shall be used as a permanent place of abode. Continuous occupancy beyond three months is considered to be permanent. No permanent resident is allowed to live at a campground or recreational vehicle park, see definition of permanent resident for more information.

4.00 PENALTIES

4.1 Any Kendall County code enforcement officer and the Kendall County Sheriff, or his deputies, are hereby authorized to issue citations to the offender for a violation of this Ordinance without the necessity of receiving a complaint.

4.2 Whenever any authorized officer determines a violation to this Ordinance has occurred, the officer shall cause a written notice to be served by hand delivery

Kendall County Recreational Vehicle Park and Campground Regulations

upon the person allegedly violating the Ordinance, including, but not limited to the owner and/or manager of the recreational vehicle park and campground.

Such notice shall include the following:

- a. The name of the defendant and his or her address; if known;
- b. The nature of the offense and a reference to this Ordinance;
- c. The date, time and place that the person is required to appear in court;
- d. A statement that defendant can avoid the court appearance if he, within 10 days of the service of the notice remedies the violation;
- e. A statement that the defendant may demand a jury trial by filing a jury demand and paying a jury demand fee when entering his or her appearance, plea, answer to the charge, or other responsive pleading;
- f. A statement that a default judgment may be entered in the event the person fails appear in court or answer the charge made on the date set for the defendant's court appearance or any date to which the case is continued and the amount of any default judgment.

4.3 Any person receiving such notice shall, within 10 days of the date of service of said notice, remedy the violation. If the person receiving such notice remedies the violation with days as required, that person shall contact the Kendall County Planning, Building and Zoning Department at least 10 days prior to the scheduled court appearance for an inspection. If the code enforcement officer determines the violation has been remedied so that a violation to this Ordinance no longer exists, the court appearance shall no longer be required

4.4 It shall be unlawful and in violation of this Ordinance for any person to neglect, refuse, or otherwise fail to remove or abate any violation of this Ordinance within 10 days following services of notice pursuant to Section 4.2.

4.5 Any person who violates any provision of this Ordinance shall upon conviction be punished by a fine of not less than \$200 nor more than \$500; each day's failure of compliance with any such provision shall constitute a separation violation.

5.0 INSPECTION OF RECREATIONAL VEHICLE PARK OR CAMPGROUND

5.1 The Planning, Building and Zoning Department and the Health Department are hereby authorized and directed to make such inspections as are necessary to determine satisfactory compliance with this Ordinance, but in no case shall such inspection take place less than once per year.

5.2 The Planning, Building and Zoning Department and the Health Department shall have the power to enter at reasonable times upon any private or public property for the purpose of inspecting and investigating conditions relating to the enforcement of this Ordinance.

5.3 The Planning, Building and Zoning Department and the Health Department shall have the power to inspect the register containing a record of all campers and picnickers of the park. The register shall be provided within two (2) business days of request.

5.4 It shall be the duty of the park management to give the Planning, Building and Zoning Department and the Health Department free access to all

lots and other areas at reasonable times for the purpose of inspection.

5.5 It shall be the duty of every camper or picnicker in the park to give the owner thereof or his agent or employee access to any part of such recreational vehicle park at reasonable times for the purpose of making such repairs or alterations as are necessary to effect compliance with this Ordinance and to facilitate inspections.

6.00 DEFINITIONS

ACCESSORY BUILDINGS OR ACCESSORY STRUCTURES. Those buildings which house facilities or services relating to recreational uses at the park or campground.

Business Day. A day when the Kendall County Planning, Building and Zoning Department is open for business.

CAMPER. Any person or persons occupying a recreational vehicle and/or tent for recreational purposes.

COLLECTOR STREETS OR COLLECTOR ROADS. Any park street which extends from a park entrance street and intersects with three or more other streets or any street which intersects with five or more other streets or any street which extends for more than 1200 feet.

LOT. A parcel of land designated on the official plot plan for the placement of a single recreational vehicle or tent and for the exclusive use of its occupants.

MINOR STREETS. Any park street which is not a collector street.

PERMANENT RESIDENT. A person who lists the address of a recreational vehicle park or campground as their address or the address of their spouse or dependent children on any government issued document, including, but not limited to, any government role or registry, or any application or enrollment information for a public, private, or parochial educational institution. If the address of a recreational vehicle park or campground is used as stated previously, then that recreational vehicle park or campground shall be considered the permanent place of abode for the person(s) using the address of the recreational vehicle park or campground.

RECREATIONAL AREA. Area which is set aside for non-camping use. Recreational areas may include space for service buildings and/or accessory buildings as well as natural open space, children's playgrounds and other recreational facilities.

RECREATIONAL VEHICLE (RV). A vehicular portable structure designed as a temporary dwelling for travel, recreational or vacation uses, and to be used without a permanent foundation or a vehicle that is built on a single chassis, designed to be self-propelled or permanently towable by a light duty vehicle, and designed primarily for recreation, camping, travel or seasonal use. For purposes of regulation in this code, pickup campers, jet skis, boats, snowmobiles, or similar vehicles shall also be considered to be recreational vehicles.

RECREATIONAL VEHICLE PARK OR CAMPGROUND. A contiguous parcel of land which has been developed for the non-permanent placement of recreational vehicles and/or tents. Recreational Vehicle Parks may not be operated in whole or in part for the lease or rent of such vehicles by the park owner(s) or operator(s), nor can any such vehicle be inhabited for purposes of permanent year-round dwelling units.

REGISTER. A listing of the names, make of car, and license plate number of all campers and picnickers. Said list shall identify each person as a camper or a picnicker, the date the person arrived on the property, and the date that the person left the property. In the case of campers, the register shall also list which lot(s) the person camped.

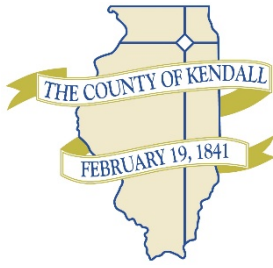
SANITARY STATION. Facility used for removing and disposing of wastes from RV holding tanks.

SERVICE BUILDINGS. Those required in all parks or campground, including those which house sanitary facilities, shelters.

TENT. Collapsible shelter of canvas or other material stretched and sustained by poles fixed in the ground and used for a temporary outdoor camping shelter.

7.00 VARIANCE PROCEDURE

Variances to this regulation may be granted using the variance procedure outlined in the Kendall County Zoning Ordinance.



Kendall County Agenda Briefing

Committee: Admin HR Committee

Meeting Date: January 6, 2020

Amount: Not to exceed \$140,000

Budget: N/A

Issue: IFB Results for Sheriff Computer and Accessories bid. This bid includes equipment only and not installation. The installation of this equipment will be handled by the KCSO.

Background and Discussion:

Sheriff patrol vehicles computers needed updating to meet compliance of CJIS policy for Windows 10. IFB to upgrade equipment in Sheriff Patrol vehicles ended on 12/18/2019.

Committee Action:

HR Admin Committee motioned to send Brite computers bid for the A140 model to the County Board on January, 21 2020 for final approval.

Staff Recommendation:

Staff recommends the purchase of the A140 bid from Brite Computers to facilitate the IFB.

Prepared by: Matthew Kinsey

Department: Technology

Date: January 13, 2020



7647 Main Street Fishers Victor NY 14564
 Telephone: (585) 758-0200
 FAX: (585) 758-0222
 Toll Free: (800)-333-0498
 salesinfo@britecomputers.com
 Thank you for choosing Brite!

Quote

Page 1 of 2

Date of Quote

8/20/2019

Quote

Q81673

Bill To	Ship To
Kendall County Sheriffs Department 1102 Cornell Ln Yorkville IL 60560	Kendall County Sheriffs Department 1102 Cornell Ln Yorkville IL 60560

Quote Expiration Date

1/31/2020

Terms

PO

Sales Rep

Joseph Eiskant

Part Number	Description	Qty	Unit Price	Extended
GET-AE22ZDQAXDXX	GETAC : A140 Basic, Intel Core i5-6200U Processor 2.3GHz, (No Webcam), Microsoft Windows 10 Pro x64 with 8GB RAM, 256GB SSD, Sunlight Readable (Full HD IPS+ Touchscreen), US Power Cord, Wifi+BT, Micro SD, LAN x 2, Smart Card reader, Default -21C, 3 Year Warranty B2B	25	2,435.00	60,875.00
GET-GE-SVTBNFX5Y	Getac - Bumper to Bumper + Extended Warranty- Tablet (Year 1, 2, 3, 4 & 5) **Mounting and Accessories for 2020 Ford Interceptors**	25	534.00	13,350.00
HAV-C-DMM-3015	Swing Up Device Mount for 2020 Ford Interceptor Utility Vehicle	25	335.00	8,375.00
HAV-OHHGTC801	GETAC : Havis Vehicle Dock with port replicator & bracket. DC power adaptor sold separately. (A140)	25	600.00	15,000.00
GET-GAD2X8	Getac 120W 11-16V, 22-32V DC Vehicle adapter (Bare Wire), 3 year warranty	25	96.00	2,400.00
HAV-PKG-FAM-101	Universal Base Flex Arm Package	25	84.00	2,100.00
HAV-C-ADP-112	Havis"AMPS" to VESA devices Adapter Plate	25	12.00	300.00
TG3-KBA-BLTX-USNNR-US	TG3 Rugged Keyboard - 83 Key - Backlit - Touchpad - USB - Straight Cord - 3 yr **Cradlepoint IBR900 Modems**	25	120.00	3,000.00
CRA-MA3-09001200-NNA	CRADLEPOINT INC : 3-yr NetCloud Essentials for Mobile Routers (Prime) with support and IBR900 router with WiFi (1000Mbps modem), no AC power supply or antennas, North America	25	970.00	24,250.00
CRA-CP-1002-1-PAN	CradlePoint - Low profile Sharkfin, 5 in 1 Antenna: MiMo 2G/3G/4G LTE, MiMo 2.4/5GHz	25	225.00	5,625.00



7647 Main Street Fishers Victor NY 14564
Telephone: (585) 758-0200
FAX: (585) 758-0222
Toll Free: (800)-333-0498
salesinfo@britecomputers.com

Quote

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Date of Quote

8/20/2019

Quote #

Q81673

Part Number	Description	Qty	Unit Price	Extended
CRA-170717-000	Wi-Fi, GPS/GNSS, 5m/16 cables for use with IBR600, IBR900, IBR1100. FirstNet compatible. Cradlepoint Certified Antennas by Panorama. CRADLEPOINT INC : COR IBR1700, IBR900/IBR950 power supply includes US, EU, UK, AU adapters(-20C to 60C)	25	19.00	475.00

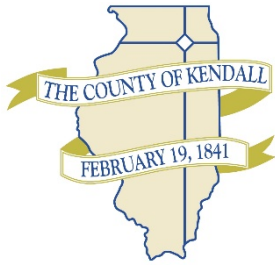
Total \$135,750.00

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Strengthening Partnerships,
Providing Solutions"

For Technical Support call (800) 333-0498 (option 1)



Q81673



Kendall County Agenda Briefing

Committee:

Meeting Date:

Amount:

Budget:

Issue:

Background and Discussion:

Committee Action:

Staff Recommendation:

Prepared by:

Department:

Date:

Waubonsee Community College
Off-Campus Federal Work-Study Agreement

Brief Description of Work to Be Performed

- A. Answer incoming telephone calls/walk ins - provide general information to the public
- B. Type, send and file letters and informational lists for distribution
- C. Update certain County website pages
- D. Distribute mail and run postage machine
- E. Order office supplies and inventory
- F. Assist with collecting data, developing reports and completing special projects
- G. Handle confidential matters relating to Kendall County Administrative Services and Kendall County committees
- H. File notary public applications and renewals
- I. File time off requests and bi-weekly time sheets
- J. Electronically record and prepare minutes for County Board committee meetings
- K. Type and post agendas, compile meeting packets, communicate with the internal and external stakeholders regarding public notices
- L. Assist in preparation of Excel spreadsheets
- M. Update and maintain County social media accounts
- N. Other duties as assigned

Total Number of Students to Be Employed

Two (2)

The Hourly Rates of Pay

\$10.50/hour – 10.75/hour

The Average Number of Hours per Week each student will be used

20 hours per week

FY20 The Schedule of Pay Period, Time Sheet Due Dates, and Payroll Dates

Pay Period	Time Sheet Due Date	Payroll Date
1. Nov 28 – Dec 6, 2019	December 6, 2019	December 13, 2019
2. Dec 7 – Dec 20, 2019	December 20, 2019	December 27, 2019
3. Dec 21 – Jan 3, 2020	January 3, 2020	January 10, 2020
4. Jan 4 – Jan 17, 2020	January 17, 2020	January 24, 2020
5. Jan 18 – Jan 31, 2020	January 31, 2020	February 7, 2020
6. Feb 1 – Feb 14, 2020	February 14, 2020	February 21, 2020
7. Feb 15 – Feb 28, 2020	February 28, 2020	March 6, 2020
8. Feb 29 – Mar 13, 2020	March 13, 2020	March 20, 2020
9. Mar 14 – Mar 27, 2020	March 27, 2020	April 3, 2020
10. Mar 28 – Apr 10, 2020	April 10, 2020	April 17, 2020
11. Apr 11 – Apr 24, 2020	April 24, 2020	May 1, 2020
12. Apr 25 – May 8, 2020	May 8, 2020	May 15, 2020
13. May 9 – May 22, 2020	May 22, 2020	May 29, 2020
14. May 23 – June 5, 2020	June 5, 2020	June 12, 2020
15. Jun 6 – Jun 19, 2020	June 19, 2020	June 26, 2020
16. Jun 20 – Jul 3, 2020	July 3, 2020	July 10, 2020
17. Jul 4 – Jul 17, 2020	July 17, 2020	July 24, 2020
18. Jul 18 – Jul 31, 2020	July 31, 2020	August 7, 2020
19. Aug 1 – Aug 14, 2020	August 14, 2020	August 21, 2020
20. Aug 15 – Aug 28, 2020	August 28, 2020	September 4, 2020
21. Aug 29 – Sep 11, 2020	September 11, 2020	September 18, 2020
22. Sep 12 – Sep 25, 2020	September 25, 2020	October 2, 2020
23. Sep 26 – Oct 9, 2020	October 9, 2020	October 16, 2020
24. Oct 10 – Oct 23, 2020	October 23, 2020	October 30, 2020
25. Oct 24 – Nov 6, 2020	November 6, 2020	November 13, 2020
26. Nov 7 – Nov 20, 2020	November 20, 2020	November 25, 2020

Waubonsee Community College
Off-Campus Federal Work-Study Agreement

This agreement is entered into between **Waubonsee Community College**, hereinafter known as the “Institution”, and _____, hereinafter known as the “Organization”, a Federal, State or local public agency, for the purpose of providing work to students eligible for the Federal Work-Study Program (FWS).

Schedules for each fiscal year will be attached and to this agreement and set forth –

1. Brief descriptions of the work to be performed by students,
2. The total number of students to be employed,
3. The hourly rates of pay,
4. The average number of hours per week each student will be used, and
5. The schedule of pay periods, time sheet due dates, and payroll dates.

These schedules will also state the total percent of student compensation that the organization will pay to the Institution. The Institution will inform the Organization of the maximum number of hours per week a student may work.

Waubonsee Community College students will be made available to the Organization to perform work assignments as determined by the supervisor. Students may be removed from work on a particular assignment or from the Organization by the Institution, either on its own initiative or at the request of the Organization. The Organization agrees that no student will be denied work or subjected to different treatment under this agreement on the grounds of race, color, national origin, or sex. It further agrees that it will comply with the provisions of the Civil Rights Act of 1964 (Pub. L. 88-352; 78 Stat. 252) and Title IX of the Education Amendments of 1972 (Pub. L. 92-318) and the Regulations of the Department of Education that implemented those acts.

Transportation for students to and from their work assignments will be provided by the students at their own expense.

The Organization is considered the employer for purposes of this agreement. It has the right to control and direct the services of the students, not only as to the result to be accomplished, but also as to the means by which the result is to be accomplished. The Institution is limited to determining whether the students meet the eligibility requirements for employment under the Federal Work-Study Program, to assigning students to work for the organization, and to determining that the students perform their work.

Compensation of students for work performed under this agreement will be disbursed and all payments due as an employer’s contribution under state or local workers’ compensation laws, under Federal or State social security laws, or under other applicable laws, will be made by the Institution.

The Organization will pay the Institution 25% of the total student earnings to cover the organization’s share of the compensation of students employed under this agreement.

The Organization agrees to provide to the Institution paper (or printable electronic) time sheet reports for each payroll period indicating the total hours worked each week in clock time sequence and containing the supervisor's certification (via signature) as to the accuracy of the hours reported. The student will have the responsibility of entering their hours worked into the Waubonsee online employee portal at www.waubonsee.edu by the payroll deadlines set forth by the Institution. Student time entry will be reviewed for payroll approval by the Institution for accuracy in relation to the Organization's reports.

This agreement and the attached schedule are endorsed by:

For the Institution:

Name

Title

Signature

Date

For the Organization:

Name

Title

Signature

Date