



**COUNTY OF KENDALL, ILLINOIS**  
**ADMIN HR COMMITTEE**  
**County Office Building**  
**County Board Room 210**  
**Monday, June 3, 2019 at 5:30p.m.**

**MEETING AGENDA**

- 1. Call to Order**
- 2. Roll Call:** Elizabeth Flowers (Chair), Judy Gilmour, Scott Gryder, Matthew Prochaska, Robyn Vickers
- 3. Approval of Agenda**
- 4. Approval of Minutes from May 15, 2019**
- 5. Department Head and Elected Official Reports**
- 6. Public Comment**
- 7. Committee Business**
  - Discussion of County Internet Connections
  - Discussion of Board Rules of Order – Consent Agenda
  - Discussion of Pitney Bowes SendPro P1500 Mailing System Contract
  - Discussion of GIS Restructure Job Description Review
  - Approval of Cable Television Franchise Agreement by and between the County of Kendall, Illinois and Comcast of Illinois XIII, L.P.
- 8. Executive Session**
- 9. Items for Committee of the Whole**
- 10. Action Items for County Board**
- 11. Adjournment**

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

**COUNTY OF KENDALL, ILLINOIS**  
**ADMIN HR MEETING**  
**County Office Building**  
**111 W. Fox Street, Room 210; Yorkville**  
**Wednesday, May 15, 2019**

**CALL TO ORDER** - Committee Chair Elizabeth Flowers called the meeting to order at 5:34p.m.

**ROLL CALL**

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

**Others in Attendance:** Meagan Briganti, Bob Jones

**APPROVAL OF AGENDA** – Motion made by Member Vickers second by Member Prochaska to approve the agenda. With four members voting aye, the agenda was approved by a 4 -0 vote.

**APPROVAL OF MINUTES** – Motion made by Member Prochaska, second by Member Vickers to approve the May 6, 2019 minutes. With four members voting aye, the minutes were approved by a 4-0 vote.

**DEPARTMENT HEAD AND ELECTED OFFICIAL REPORTS**

- *Treasurer's Office* – Bob Jones explained the written report is in the packet and he would be happy to answer any questions.
- *Administration Department* – Ms. Johnson explained Mr. Koeppel asked her to convey several updates. Both updated Kencom Agreements have been sent to Kencom for review. Once they are returned they will be sent to the Board for approval. Wellness Program language has been received from Horton and will be used when negotiating the 7 union contracts that are up this year. Finally, Sterling is working on a quote for Codification. Some clarification is needed as to if the County wants to have Sterling organize all the resolutions and ordinances. This may increase the cost significantly. There was consensus to get a quote from Sterling for the cost to organize and review the ordinances and resolutions and to post both ordinances and resolutions on the website.

**PUBLIC COMMENT** - None

## COMMITTEE BUSINESS

- *Discussion of Insurance Renewal Timeline* – Ms. Johnson explained that health insurance renewal numbers will be available late September a month later than expected. The reason for the delay is this is the County's first year returning to Blue Cross Blue Shield and they need time to gather aggregate user data in order to provide accurate pricing. The memo will also be shared with the Finance Committee as budget preparations may be affected.
- *Discussion of Board Rules of Order (Consent Agenda and Electronic Attendance)* – Member Prochaska explained that about 3 years ago the Illinois General Assembly gave counties the ability to do consent agendas. He also explained that there are some items of business and bills that are routine business that can go on a consent agenda and Municipalities and School Districts have used it for years. There needs to be a roll call and any board member can pull any item off the agenda. The approval of the consent agenda needs to be unanimous. Member Prochaska further explained that electronic attendance is another item that has been popular, a member can attend a meeting remotely for reasons like personal illness, county business or if they are on active military duty. Member Prochaska also stated that remote attendance would not count toward a quorum. Member Gryder expressed concern, especially with the attendance issues the County currently has. Member Vickers asked about the per diem and if electronic attendance would qualify. Member Vickers also expressed concern about the current AV System. **There was consensus from the Committee to bring language back to the Committee regarding a Consent Agenda, but to defer Electronic Attendance to a later date.**
- *Discussion of GIS Cloud Readiness Contract* – Ms. Briganti distributed a draft Cloud Assessment Contract. Ms. Briganti explained that the current system needs to be upgraded and that a cloud will provide greater security and the flexibility to grow. This assessment would be the first step in that process. The assessment is estimated to take 10-15 hours which when looking at the contract should cost between \$2500-\$3000. Member Gryder asked if this was budgeted, Ms. Briganti explained that \$8000 is budgeted. Motion made by Member Gryder second by Member Vickers to forward to the County Board in an amount not to exceed \$5000. **With four members voting aye, the agreement was approved to be forwarded by a 4-0 vote.**
- *Discussion of Pitney Bowes Send Pro P1500 Mailing System Contract* – Ms. Johnson explained that the mail system contract expired in January. The proposed contract is for 5 years as the previous one with a cost of \$497.66 per month. This amount is less than our current contract. The new machine will be able to do FedEx and UPS packages in addition to USPS. Ms. Johnson explained that a 2-year contract cost was requested as this time frame the State's Attorney recommends, however the cost will likely be higher. Member Prochaska asked if a 2-year contract with extensions was possible. Member Gryder asked that the contract be sent for legal review, however he would be comfortable with a 5-year contract. Member Prochaska agreed that the 2 years was only a recommendation and if having a 5-year contract allowed the Board to be save money and be good stewards of tax payer dollars that route would be favored. **There was consensus**

**by the Committee to send the contract for legal review to the State's Attorney Office.**

**EXECUTIVE SESSION - None**

**ITEMS FOR COMMITTEE OF THE WHOLE -**

**ACTION ITEMS FOR COUNTY BOARD**

- *Approval of GIS Cloud Readiness Assessment Contract in an Amount not to Exceed \$5000*

**ADJOURNMENT – Member Gryder made a motion to adjourn the meeting, second by Member Prochaska. With four members voting aye, the meeting was adjourned at 6:09p.m.**

Respectfully Submitted,

Mera Johnson  
HR Risk Management & Compliance Coordinator

Customer: Kendall County  
 811 West John Street  
 Yorkville, IL

Contact: Matthew Kinsey

Date: March 14, 2019

Contact: Steve Jones  
 Phone: 812.305.2009  
 Email: [steve.jones@metronetinc.com](mailto:steve.jones@metronetinc.com)

Description: Quote for 200Mb/200Mb dedicated fiber Internet access at 1102 Cornell Lane, Yorkville, IL and a 1Gb dedicated, private Point to Point connection to connect 1102 Cornell Lane to 111 West Fox Street, Yorkville, IL

Quantity	Description	Contract Term (in months)	Installation Charge	Total Monthly Charge
1	200Mb/200Mb Dedicated Internet Access	36	\$0.00	\$1,000.00
	<u>Other Internet Upgrade Options:</u>			
	100Mb/100Mb - \$850.00/month			
	300Mb/300Mb - \$1,100.00/month			
	500Mb/500Mb - \$1,250.00/month			
	1Gb/1Gb - \$1,650.00/month			
1	1 Gb Point to Point circuit connecting: Location A - 1102 Cornell Lane, Yorkville, IL to Location Z - 111 West Fox Street, Yorkville, IL	36	\$0.00	\$950.00
<b>TOTAL</b>				<b>\$1,950.00</b>

Comments: Customer, at its own cost, shall provide collocation space and power in applicable location(s) and access to such space, including any necessary easement and building entrance rights to extend our network from the public rights of way into such location(s).

THANK YOU FOR THE OPPORTUNITY TO QUOTE THIS BUSINESS!  
 This document is for discussion purposes only; It is not a legal offer.  
 This Service Quote expires ninety (90) days from the date hereof.



**Comcast's Fiber Services For:  
Kendall County**

**Comcast Enterprise Services Pricing**

Service Description	Type	Location	Term	Bandwidth	Monthly Service Price	Installation	Order Lead Time
<b>24 Month Term</b>							
Dedicated Internet w/ Managed Router	Fiber	1102 Cornell Ln	24 Mo.	100 Mbps	\$841.25	\$550.00	30-45 Days
Dedicated Internet w/ Managed Router	Fiber	1102 Cornell Ln	24 Mo.	200 Mbps	\$1,130.00	\$550.00	30-45 Days
Dedicated Internet w/ Managed Router	Fiber	1102 Cornell Ln	24 Mo.	300 Mbps	\$1,391.25	\$550.00	30-45 Days
<b>36 Month Term</b>							
Dedicated Internet w/ Managed Router	Fiber	1102 Cornell Ln	36 Mo.	100 Mbps	\$753.80	\$550.00	30-45 Days
Dedicated Internet w/ Managed Router	Fiber	1102 Cornell Ln	36 Mo.	200 Mbps	\$998.80	\$550.00	30-45 Days
Dedicated Internet w/ Managed Router	Fiber	1102 Cornell Ln	36 Mo.	300 Mbps	\$1,233.80	\$550.00	30-45 Days
<b>48 Month Term</b>							
Dedicated Internet w/ Managed Router	Fiber	1102 Cornell Ln	48 Mo.	100 Mbps	\$699.21	\$550.00	30-45 Days
Dedicated Internet w/ Managed Router	Fiber	1102 Cornell Ln	48 Mo.	200 Mbps	\$929.64	\$550.00	30-45 Days
Dedicated Internet w/ Managed Router	Fiber	1102 Cornell Ln	48 Mo.	300 Mbps	\$1,137.21	\$550.00	30-45 Days

**ALL PRICING IS BUDGETARY AND SUBJECT TO FINAL FINANCIAL APPROVAL**

**ABOUT COMCAST FIBER SOLUTION:**

- \* 100% WHOLLY-OWNED NETWORK
- \* END-TO-END TRUE DIVERSE FIBER SOLUTION; NO COPPER INFRASTRUCTURE INVOLVED
- \* NO. 1 IN NAPERVILLE TO MONITOR FIBER NETWORK 24/7/365
- \* DEDICATED, SYMMETRICAL FIBER BUILT DIRECTLY INTO LAN CLOSET; SAME UPLOAD AND DOWNLOAD SPEED
- \* LOCAL ACCOUNT TEAM - BILLING, SALES AND SERVICE
- \* NO TAXES ON EDI DATA FIBER PRODUCTS - FLAT RATE AS DISPLAYED
- \* SCALABLE SOLUTION, TO SUPPORT FUTURE GROWTH, NO NEW INFRASTRUCTURE NEEDS
- \* 99.997% SERVICE-LEVEL AGREEMENT

Device	kc-sfw.co.kendall.il.us
Date	Mon Jun 3 14:15:15 2019
Query	Top Clients
Timeframe	Today
Filter	
Ordered by	Total (descending)



Top	Country	Source IP	Hostname/User	Conns	%	Total	%
1	LAN	192.168.80.115	NXDOMAIN	1 278	0.05	40.3 GB	23.92
2	US	12.118.188.198	AT&T-150 (Address)	900 848	35.74	18.3 GB	10.84
3	US	73.209.113.56	Comcast (Address)	55 955	2.22	9.7 GB	5.76
4	LAN	172.21.1.30	GIS	36 368	1.44	7.6 GB	4.49
5	LAN	192.168.80.132	NXDOMAIN	651	0.03	7.4 GB	4.39
6	LAN	192.168.199.35	NXDOMAIN	3 643	0.14	3.2 GB	1.89
7	LAN	192.168.80.128	NXDOMAIN	440	0.02	3.2 GB	1.88
8	LAN	172.20.2.104	TECHNOLOGY3008	2 623	0.10	3.2 GB	1.88
9	LAN	192.168.80.101	NXDOMAIN	366	0.01	1.7 GB	1.01
10	LAN	172.18.2.132	NXDOMAIN	3 303	0.13	1.6 GB	0.97
11	LAN	192.168.199.116	NXDOMAIN	6 046	0.24	1.5 GB	0.92
12	LAN	172.30.1.2	Internal (Address)	13 175	0.52	1.5 GB	0.88
13	LAN	172.20.1.50	Technology3127	5 813	0.23	1.4 GB	0.86
14	LAN	172.20.2.101	Surfacebook	4 559	0.18	1.4 GB	0.86
15	LAN	172.16.2.55	NXDOMAIN	6 708	0.27	1.4 GB	0.82
16	LAN	192.168.199.200	NXDOMAIN	4 743	0.19	1.3 GB	0.77
17	LAN	192.168.80.113	NXDOMAIN	223	0.01	1.2 GB	0.72
18	LAN	192.168.199.220	NXDOMAIN	3 305	0.13	1.1 GB	0.64
19	LAN	172.19.2.73	NXDOMAIN	4 853	0.19	1.1 GB	0.63
20	LAN	172.18.2.175	NXDOMAIN	14 900	0.59	986.2 MB	0.57
21	LAN	172.16.2.140	NXDOMAIN	17 957	0.71	959.5 MB	0.56
22	US	199.167.51.251	NXDOMAIN	454	0.02	937.4 MB	0.54
23	LAN	172.19.2.152	NXDOMAIN	3 222	0.13	919.4 MB	0.53
24	LAN	192.168.199.197	NXDOMAIN	2 739	0.11	845.6 MB	0.49
25	LAN	172.20.1.32	barracuda	2 216	0.09	815.6 MB	0.47
26	LAN	172.18.2.129	NXDOMAIN	7 451	0.30	800.8 MB	0.46
27	LAN	172.19.2.125	NXDOMAIN	1 682	0.07	773.7 MB	0.45
28	LAN	172.16.2.125	NXDOMAIN	8 028	0.32	765.8 MB	0.44
29	LAN	172.19.2.133	NXDOMAIN	1 563	0.06	735.9 MB	0.43
30	LAN	172.18.2.158	NXDOMAIN	6 022	0.24	720.8 MB	0.42
31	LAN	172.18.2.153	NXDOMAIN	2 972	0.12	684.0 MB	0.40
32	LAN	172.16.1.50	Jano Server	5 646	0.22	680.9 MB	0.39
33	LAN	172.20.2.82	Jay	3 619	0.14	678.6 MB	0.39
34	LAN	172.16.2.52	NXDOMAIN	3 158	0.13	672.0 MB	0.39
35	LAN	172.19.2.82	NXDOMAIN	903	0.04	661.9 MB	0.38
36	LAN	172.19.2.113	NXDOMAIN	1 722	0.07	566.8 MB	0.33
37	LAN	192.168.199.61	NXDOMAIN	5 011	0.20	545.3 MB	0.32
38	LAN	192.168.199.101	NXDOMAIN	1 948	0.08	540.9 MB	0.31
39	LAN	172.18.2.142	NXDOMAIN	8 963	0.36	539.0 MB	0.31
40	LAN	172.19.2.136	NXDOMAIN	2 712	0.11	536.4 MB	0.31
41	LAN	172.20.2.106	NXDOMAIN	1 041	0.04	512.8 MB	0.30
42	LAN	172.18.2.171	NXDOMAIN	4 910	0.19	494.8 MB	0.29
43	LAN	172.24.2.111	NXDOMAIN	96	0.00	494.2 MB	0.29
44	US	98.220.158.211	c-98-220-158-211.hsd1.il.comcast.net	123	0.00	493.6 MB	0.29
45	LAN	172.16.2.149	NXDOMAIN	5 229	0.21	491.1 MB	0.28

**Exhibit 1**  
**COUNTY BOARD RULES OF ORDER**  
**KENDALL COUNTY, ILLINOIS**

BE IT RESOLVED, that the following rules are hereby adopted as the Rules of Order of the County Board of Kendall County, Illinois.

**I. CODE OF CONDUCT**

- A. Each County Board member shall abide by the Code of Conduct provisions provided for herein:
1. No County Board member whether elected or appointed, shall:
    1. Directly or indirectly solicit or accept any service or item of value from any person, firm or corporation having dealings with the County except upon the same terms granted to the public generally.
    2. Receive any part of any fee, commission or other compensation paid or payable by the County or by any person in connection with any dealings or proceedings before any agency of the County.
    3. Directly or indirectly solicit or accept any service or item of value from the broker or agent who procures any type of bond or policy of insurance for the County, its officers, employees, persons or firms doing business with the County.
    4. Willfully and knowingly disclose, for direct or indirect financial gain, to any person, confidential information acquired by him or her in the course of and by reason of his or her official duties or use any such information for the purpose of individual, direct or indirect financial gain.
  2. Any County Board member who has a financial interest, direct or indirect, in any contract with the County, or in the sale of land, material, supplies or services by or to the County or to a contractor supplying services by or to the County or in any resolution or ordinance proposed or pending before the Board shall make known that interest and shall refrain from voting upon or otherwise participating in the making of such contract or in the discussion, adoption or defeat of such resolution or ordinance. If the person or corporation contracting with or making a sale to or purchasing from the County knows, or has reason to know, that this subsection has been violated, then the contract or sale may be declared void by resolution of the County Board.
  3. The Penalty for violation of any of these specific prohibitions of this Section of the rules shall be as provided by law.



## Exhibit 1

### II. ETHICS LAW

- A. The Illinois General Assembly enacted the State Officials and Employees Ethics Act (Public Act 93-615, effective December 9, 2003) making revisions to State statutes regulating ethical conduct, political activities and the solicitation and acceptance of gifts by State and local officials and employees. As required by the Act, Kendall County adopted a similar ordinance in May of 2004. (Amended 11/18/2008)
- B. County Board members are subject to the State statute and County ordinance. Penalty for violation of State statute or County ordinance shall be as provided by law or ordinance. (Amended 11/18/2008)

### III. REGULAR & SPECIAL BOARD MEETINGS

- A. Regular Meetings shall be held on the third Tuesday of June and September, as fixed by Statute. The Adjourned Meetings of the Board shall be held on the first and third Tuesday of each month, or such other day as the Board shall specify upon motion duly made, seconded and carried. If an Adjourned Meeting date falls on a Holiday or Election Day, it shall be held on the next working day, usually Wednesday. Meeting time shall be 6:00 p.m. on the first Tuesday and 9:00 a.m. on the third Tuesday or at such other time as the County Board determines, at the County Board Room of Kendall County, Illinois.
- B. Swearing in and organization of the Board shall be held on the first Monday in December in the year of the election of Board Members. The County Clerk shall convene the organizational meeting and the County Board members shall select the County Board Chairman. (Amended 11/18/2008)
- C. As required by Illinois Statute (ICS 55 ILCS 5/2-1002), special meetings of the County Board may be called at the written request of not less than one-third of the members of the County Board (four members) and filed with the County Clerk. A Special Meeting of the County Board shall be called to be held not earlier than five (5) days from the date written notice of such call was mailed by said Clerk to the Board Members. Only such business shall be transacted at any Special Meeting as has been stated in the notice of the call of such Special Meeting. However, during regular and adjourned meetings of the County Board, special meetings may be set by the members in accordance with the Open Meetings Act. (Amended 11/18/2008)
- D. In accordance with the Illinois Open Meetings Act, public notice in the form of an agenda must be posted at the County Office Building and the building in which the meeting will occur if not the same building. The posting must be no less than 48 hours prior to the start of the meeting. (Amended 11/18/2008)

Exhibit 1

- E. Individual Public Comment shall be limited to five (5) minutes per speaker. The total time for Public Comment at each Regular & Special County Board Meeting shall not exceed one hour per comment period. The County Board Chairman shall have the ability with the consent of the majority of the County Board, to extend either time period. (Amended 4/3/2019)
1. Persons addressing the Board shall not be permitted to make statements or remarks or engage in conduct that actually disturbs or impedes the public meeting. The Chairman may require any person making such prohibited statements or remarks or engaging in such conduct to leave the meeting.

IV. AGENDA (Amended 11/18/2008; 06/19/2012 Res. 2012- 29, 3/7/2017, 4/3/2019, TBD)

- A. The order of business coming before the County Board shall substantially be as follows:
1. Call to Order
  2. Roll Call
  3. Determination of a Quorum
  - ~~4.~~ ~~Approval of Previous Month's Minutes~~
  - ~~45.~~ Approval of Agenda
  - ~~56.~~ Correspondence and Communications – County Clerk
  - ~~67.~~ Special Recognition
  - ~~78.~~ Public Comment
  - ~~8.~~ Consent Agenda
    - ~~A.~~ ~~Approval of Previous Month's Minutes~~
    - ~~B.~~ ~~Standing Committee Minutes Approval~~
  - ~~99.~~ Old Business
  - ~~100.~~ New Business
  - ~~111.~~ Elected Official Reports & Other Department Reports
    - A. Sheriff
    - B. County Clerk and Recorder
    - C. Treasurer
    - D. Clerk of the Court
    - E. State's Attorney
    - F. Coroner
    - G. Health Department
    - H. Supervisor of Assessments
    - I. Board of Review
  - ~~122.~~ Executive Session
  - ~~133.~~ Standing Committee Reports
    - A. Planning, Building and Zoning
    - B. Law, Justice and Legislation
    - C. Administration – Human Resources & Revenue/GIS
    - D. Highway
    - E. Facilities Management
    - F. Economic Development

**Exhibit 1**

- G. Finance
  - H. Animal Control
  - I. Health & Environment
  - J. Labor and Grievance Committee
  - K. Committee-of-the-Whole
  - L. ~~Standing-Committee-Minutes-Approval~~
144. Special Committee Reports
- A. Juvenile Justice Council
  - B. VAC
  - C. Historic Preservation
  - D. UCCL, Other State Associations and Organizations
  - E. Board of Health
  - F. Community 708 Mental Health Board
  - G. KenCom Executive Board
155. Other Business
166. Chairman's Report  
(Note: announcements of appointments typically made at least one meeting prior to appointment)
- A. Announcements / Appointments
177. Public Comment
188. Questions from the Press
- 19-19. Adjournment

A. B.—All questions relating to the priority of business shall be decided without debate.

B All Standing Committees of the County Board may place items on the Agenda by a majority vote of the Standing Committee. All items from Standing Committees will be considered under the Standing Committee Report. (Amended TBD)

C. The County Board Chairman, or his or her designee, shall have final approval of the Agenda.(Amended TBD)

D. The County Administrator, or his or her designee, shall be responsible for reviewing the County Board agenda prior to posting. A Consent Agenda will be used to expedite the handling of ministerial, routine, or non-controversial items. The County Board Chairman, County Administrator, or a standing committee of the County Board may place items on the Consent Agenda. The Consent Agenda may include, but is not limited to the following items: approval of minutes, approval of bills, approval of reports, and approval of contracts. Any County Board Member may request that an item be removed from the Consent Agenda for discussion. The request to remove an item does not require a second or a vote of the County Board. Any items removed from the Consent Agenda will be considered as the first item of business for the relevant committee. In the event that a removed item does not have a relevant committee, the removed item will be considered as the first item under New Business. Approval of the Consent Agenda shall be done by a roll call vote the County Board. (Amended TBD)

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Exhibit I

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V. OFFICERS

- A. The County Board Chairman shall be elected for a two (2) year term by a simple majority.
- B. The County Board Vice-Chairman shall be elected for a two (2) year term by a simple majority to act in the absence of the County Board Chairman.
- C. The County Clerk or a deputy selected by the County Clerk shall be the Clerk of the Board.

VI. DUTIES OF COUNTY BOARD CHAIRMAN

- A. The County Board Chairman shall vote on all motions, ordinances, amendments, thereto, or other matters coming before the County Board. (Amended 11/18/2008)
- B. The County Board Chairman shall preserve order and decide all questions of order, subject to an appeal to the County Board, without debate.
- C. Every member, prior to speaking shall respectfully address the County Board Chairman, avoid personalities and confine comment to the question under consideration. (Amended 11/18/2008)
- D. When two or more members wish to speak at the same time, the County Board Chairman shall name the member who may speak first.
- E. A member called to order, either by the County Board Chairman or member of the County Board, shall immediately take his seat, unless permitted to explain, and if there be no appeal the decision of the Chairman shall be conclusive.
- F. All committees, whether standing or special, shall be appointed by the County Board Chairman, and approved by the County Board, unless otherwise directed by the County Board.
- G. Based on State Statute, County Board Chairman appoints vacancies in the County Board and County Elected Officials, with the advice and consent of the County Board. (Amended 11/18/2008)
- H. The County Board Chair shall appoint, with the advice and consent of the County Board, citizens to serve on all boards, commissions, districts and all other authorities that are subject to appointment or approval per applicable law, ordinance or intergovernmental agreement including, but not limited to, the Kendall County Board of Review, drainage districts, fire protection districts, Kendall County Housing Authority, the KenCom Executive Board Member at Large, the Kendall County Ethics Commission, and the Kendall County Sheriff's Merit Commission. Unless a specific term for the citizen appointment is provided in the applicable law, ordinance or intergovernmental agreement, the Chairman of the County Board shall make the citizen appointments at the same time the Chairman makes appointments for all Standing Committees of the Kendall County Board. (Amended 10/03/2017)

**Exhibit 1**

**VII. DUTIES OF THE CLERK OF THE BOARD**

The Clerk of the Board shall be the keeper of the records and the minutes of the County Board and its committees and shall be in attendance at all meetings of the County Board.

**VIII. PARLIAMENTARIAN**

The State's Attorney or an Assistant State's Attorney shall be in attendance at all meetings of the Board and shall be Parliamentarian of the Board and upon request of the Chairman, shall render to the Chairman advice or an opinion on questions of parliamentary law and procedure applicable to matters arising before the Board. The rules or parliamentary procedures as set forth in the latest published edition of *Roberts Rules of Order, Revised* shall govern the procedure of the Board in all cases applicable and in which the same are not inconsistent with these rules.

**IX. RULES OF THE BOARD**

- A. Any question so put unless a Statute provides otherwise, shall be considered adopted if such question receives a majority favorable vote of all those who vote on the issue. Any person excused by the County Board Chairman from voting will be considered, for the purpose of that vote, to not have voted either affirmatively or negatively and the abstention shall be treated as if a vacancy had occurred in office of such person.

On Zoning matters, any motion to reclassify property must receive a majority of voting members' votes, not a majority of the County Board which unfairly causes abstaining members' votes to count as a "no" vote. In the event an official objection has been filed with the County Clerk as prescribed by State Statutes, the reclassification shall not be passed except by a favorable vote of 3/4 of all members of the County Board (8 votes).

Map and text amendments shall require a simple majority of the elected County Board members. For purposes of cases where a formal protest has been filed, the rules should state that a favorable vote of 3/4 of the members holding office is required.

- B. No motion shall be debated or put unless seconded. When seconded, it shall be stated by the Chairman before being debated.
- C. A motion to adjourn shall always be in order and shall be decided without debate.
- D. No member shall absent himself before the formal closing of the day's session, unless excused by the County Board Chairman.
- E. After a motion is stated by the County Board Chairman or read by the Clerk, it shall be considered to be in possession of the Board, but may be withdrawn by the mover on consent of the second at any time previous to a decision or amendment thereon.

### Exhibit I

- F. The Clerk shall call the names of the members of the Board when calling the roll, or polling a vote, in a rotating alphabetical order of members.
- G. The County Board Chairman shall have the right to call for a vote by voice vote, or by leave to adopt a previous roll call vote, in all cases, unless there is an objection by one member, in which case a roll call vote shall be taken. The minutes shall reflect the results of each roll call.
- H. All monetary expenditures require a roll call vote. (Amended 11/18/2008)
- I. No alteration or amendment shall be made in any rules of the County Board without the consent of two-thirds of the members thereof. The rule may be suspended in any particular case by vote of two-thirds of the members present.
- J. All questions not covered by these Rules of Order shall be decided by *Roberts Rules of Order, Revised*.
- K. The County Board Chairman shall vote on all motions, ordinances, amendments thereto, or other matters coming before the Board.
- L. All claims shall be signed by the officer or department head or designee who made the purchase or incurred the liability, and sworn to be claimant, and must be on file no later than 4:30 PM one week prior to the Budget and Finance Committee meeting, unless otherwise permitted by the Board, excepting the County Board Members bills for per diem and mileage. (Amended 11/18/2008)
- M. In the case of the absence of the Chairman and the Vice Chairman at any County Board meeting, the Clerk of the County Board shall convene the meeting and the members shall choose one of their number as temporary Chairman.

#### X. EXECUTIVE SESSION MINUTES

Minutes of any executive session shall be reviewed at least semi-annually by the County Board for continued confidentiality in accordance with the Illinois Open Meetings Act. Executive session minutes and corresponding tapes shall be kept secure in the County Clerk's Office. Executive session matters are to be kept confidential until released. (Amended 11/18/2008)

#### XI. SPECIAL COMMITTEES

### Exhibit 1

- A. Special Committees may be appointed by the County Board Chairman subject to approval of the County Board whenever such action is deemed necessary or required and such Committees shall exist only for the purpose for which they are appointed. The same per diem rules specified in Section XVI A. PER DIEM apply for appointed Board members. (Amended 11/07/2006) All Special Committees of the Board shall include Public Comment on the meeting agenda and follow the Regular & Special Board meeting rules for Public Comment (Section III E.) (Amended 4/3/2019)

## XII. STANDING COMMITTEES

- A. The Standing Committees of the Board shall consist of five members each. The County Board Chairman shall designate which county offices are assigned to these committees. Committees are to be appointed every two years with Board approval. (Amended 11/18/2008, 06/19 /2012)

All standing committees shall be appointed by the Chairman at the first Adjourned Meeting after the Organizational meeting on the first Monday in December. Such members shall remain members of the respective committees at the pleasure of the Chairman. Further, should a vacancy exist in any Committee, the Chairman of the Board shall have the authority to fill such vacancy, subject to the approval of the County Board.

All Standing Committees of the Board shall include Public Comment on the meeting agenda and follow the Regular & Special Board meeting rules for Public Comment (Section III E.) (Amended 4/3/2019)

Such standing committees shall be as follows (see current Committee assignments in attachment):

### 1. HIGHWAY:

This committee shall be responsible for the oversight and review of planning, acquisition, construction, improvement, modification and maintenance of the County's infrastructure, such as, but not limited to, roads, bridges, rights of way, water systems, and resource recovery systems. This committee shall be responsible for oversight and review of infrastructure to insure the health, safety and welfare of the citizens of the County.

This committee shall report to the Budget and Finance Committee for: 1) analysis, review and preparation of budget recommendations; 2) monitoring the monthly financial operations in accordance with the approved budget; 3) and overseeing any revenue receipts and making recommendations for expenditures on behalf of the Highway Department. Responsibilities also include those projects and duties assigned by the Committee of the Whole and County Board Chairman. (Amended 11/18/2008)

## **Exhibit I**

### **2. FACILITIES MANAGEMENT:**

This committee shall be responsible for the overall operation, maintenance, scheduling and improvements to existing county buildings, owned or leased and county owned properties. They shall recommend to the County Board for approval and/or action those contracts, leases, purchases or other instruments necessary to accomplish the orderly functioning of County facilities. This committee shall report to the Budget and Finance Committee for: 1) analysis, review and preparation of budget recommendations; 2) monitoring the monthly financial operations in accordance with the approved budget; 3) and overseeing any revenue receipts and making recommendations for expenditures on behalf of the Facilities Management Department. Responsibilities also include those duties and projects assigned by the Committee of the Whole and County Board Chairman. (Amended 11/18/2008)

### **3. LAW, JUSTICE AND LEGISLATION:**

This Committee shall be the County Board's liaison to the County Sheriff's Office, KenCom (including E-911 system), E.M.A. (Emergency Management Agency), Coroner, Judiciary, State's Attorney's Office, the Circuit Clerk of the Court, Public Defender and Probation/Combined Court Services. They shall review, analyze examine and recommend for approval ordinances requested by the Sheriff's Office. This committee shall report to the Budget and Finance Committee on behalf of the Sheriff, E.M.A., KenCom, Coroner, Judiciary, State's Attorney's Office, the Circuit Clerk of the Court, Public Defender and Probation/Combined Court Services. This committee shall report to the Budget and Finance Committee for: 1) analysis, review and preparation of budget recommendations; 2) monitoring the monthly financial operations in accordance with the approved budget; 3) and overseeing any revenue receipts and making recommendations for expenditures. In addition, this committee shall also monitor legislation proposed at the State and Federal level that may impact the operation of the Kendall county Government, including coordinating with regional and statewide associations. Responsibilities also include those projects and duties assigned by Committee of the Whole and County Board Chairman. (Amended 3/7/2017)

### **4. ECONOMIC DEVELOPMENT:**

This committee shall be responsible for the oversight and control of the county's economic growth and development. They shall be responsible for economic



#### Exhibit 1

needs of the County and other units of government located within the County. They shall employ and supervise such staff as established and provided for by the County Board. They shall act as the county's liaison to various state and federal agencies and programs dealing with local economic issues. They shall be responsible for making reports to the County Board regarding grants and programs, applications and progress. They shall be responsible for the preparation of necessary documents and data as may be required by governmental agencies, units of local government or local developers. This committee shall report to the Budget and Finance Committee for: 1) analysis, review and preparation of budget recommendations; 2) monitoring the monthly financial operations in accordance with the approved budget; 3) and overseeing any revenue receipts and making recommendations for expenditures. Responsibilities also include those projects and duties assigned by the Committee of the Whole or County Board Chairman.

#### 5. ADMINISTRATION – HUMAN RESOURCES:

This committee shall be responsible for the developments, implementation, oversight, adherence and administration of County personnel and policies. They shall oversee the County insurance needs and make recommendations to the County Board for action, modification or renewal of county insurance programs. They shall be responsible for the preparation and dissemination of information about progress, growth, development, operation and services available in the County to the media, press and public. This committee shall report to the Budget and Finance Committee for: 1) analysis, review and preparation of budget recommendations; 2) monitoring the monthly financial operations in accordance with the approved budget; 3) oversee any revenue receipts and make recommendations for expenditures. Responsibilities also include those projects and duties assigned by the Committee-of-the-Whole and County Board Chairman.

This Committee also meets as needed to discuss the activities of the County Offices and Departments involved in the tax cycle and geographic information system (GIS). The Committee shall be the County Board's liaison to the Tax Board of Review, County Treasurer, County Clerk, Chief County Assessing Officer, Administration, Technology and GIS. The Committee provides an opportunity to make certain that the activities involved in the tax cycle are coordinated and that the County Board is aware of the priorities, and needs of the Treasurer, County Clerk, Chief County Assessing Officer, Administration, Technology and GIS. (Amended 11/18/2008)

#### 6. PLANNING, BUILDING AND ZONING:

This committee shall be responsible for the preparation, examination, review and analysis of the County comprehensive plan, including land use

### Exhibit 1

needs and requirements; for the review, modification and administration of the County's land use plans, zoning and mapping and platting ordinances. Responsible for the review, modification and recommendation to the County Board for the amendment to County construction guidelines, building codes and standards and zoning amendments and the review of all proposals for development within the County. Responsible for the review of all changes or modifications involving agricultural lands or flood plains and the supervision of the enforcement of county ordinances pertaining to land use and buildings. This committee shall report to the Budget and Finance Committee for: 1) analysis, review and preparation of budget recommendations; 2) monitoring the monthly financial operations in accordance with the approved budget; 3) oversee any revenue receipts and make recommendations for expenditures. This committee shall be the County Board's liaison to the Building and Zoning Committee. Responsibilities also include those projects and duties assigned by the Committee of the Whole and County Board Chairman.

#### 7. BUDGET AND FINANCE:

This committee is responsible for making recommendations concerning County fiscal policies and administration, including overall coordination of the annual County budget. The committee shall examine, review, analyze and where appropriate and necessary make recommendations concerning the annual budget. They shall prepare with the County Board Chairman, the annual appropriation and levy ordinance. They shall review all internal and external audits of all County departments and offices of all elected County officials. They shall also review, recommend the disposition of state, federal and agency grant requests and the appropriation of salaries of all County employees, appointed officials and office holders. They shall review all matters of real estate, taxation, and finances for the purpose of generating new services for the County. They shall generate, in conjunction with the County Treasurer's office, monthly and year-to-date income statements, revenue projections, expense statements and projections, projected surpluses or shortfalls. They shall be responsible for all purchasing and inventory controls. This committee shall oversee the Chief County Assessing Officer and department. This committee shall review and evaluate the performance of the Chief County Assessing Officer. Responsibilities also include those projects and duties assigned by the Committee of the Whole and County Board Chairman.

#### 8. ANIMAL CONTROL:

This committee shall be responsible for policies guiding the operations of the Animal Control department and facility.

## Exhibit 1

### 9. LABOR & GRIEVANCE COMMITTEE

This committee shall be responsible for oversight of all collective bargaining contract negotiations for Kendall County. This committee shall provide recommendations and reports for union matters to the County Board. They shall also conduct employee grievance hearings as may be required and forward hearing findings to the County Board Chairman, department heads and elected officials, as appropriate. Responsibilities also include those projects and duties assigned by the Committee-of-the-Whole and County Board Chairman. (Amended 06/19/2012, Res. 2012-29)

### 10. HEALTH & ENVIRONMENT COMMITTEE

This committee shall be responsible for review and oversight of relevant health and environmental matters in Kendall County, Illinois. They shall be responsible for the preparation and dissemination of information about current health and environmental issues and resources in the County to the County Board, the media and the public. Responsibilities also include those duties and projects assigned by the Committee of the Whole and County Board Chairman. (Amended 06/19/2012, Res. 2012-29)

### 11. COMMITTEE-OF-THE-WHOLE:

This committee shall be responsible for: preparation of the County Board Meeting Agenda; consideration of County Board Chairman appointments; review matters affecting Board policies and rules; examination of State and Federal legislation; recommendations for the judicial and legal needs of the County; relations and negotiations with labor, personnel, union and collective bargaining groups; hearings on the issuance of County licenses; review matters not specifically assigned to other committees. The committee shall serve as the communication link between the County Board Chairman, the County Board, and the Standing Committees.

### 12. SPECIAL COMMITTEE ASSIGNMENTS:

The County Board Chairman shall appoint liaisons to various boards and committees including, but not limited to, the Community 708 Mental Health Board, the Housing Authority Board, the KenCom Executive Board, and the Board of Health, with the advice and consent of the County Board. The same per diem rules specified in Section XVI A. PER DIEM apply for appointed Board members. (Amended 11/07/2006, 06/19/2012, Res. 2012-29)

**Exhibit 1**

**XIII. COMMITTEE VACANCIES**

- A. Whenever any member of any committee is either temporarily or permanently unable to perform the duties of such appointment due to resignation, death, disability, illness, or absence, the Chairman of the County Board may declare such position vacant and appoint another member to fill the vacancy, subject to the approval of the County Board. If the vacancy is temporary and not permanent, the appointment shall terminate once the incumbent member is able to return to perform the duties of the committee assignment. If a member misses three (3) consecutive meetings, the County Board Chairman may replace that member either permanently or temporarily, subject to the approval of the County Board. (Amended 11/07/2006, 06/19/2012, Res. 2012-29\_\_)

**XIV. COMMITTEE POWERS**

- A. The various elected officials and department heads, in addition to the County Board staff, shall provide such assistance, information and support to the standing committees and to the Board as a whole as shall be required by said committees or by the Board. Information required by the Board or any of its standing committees shall be provided upon request of any board member or board staff. The staffing for the standing committees shall be provided by the County Board staff. All County Board Committees, in the exercise of their oversight and legislative functions and powers, shall have the right to summon employees and to review those documents and records necessary or helpful in the exercise of such responsibilities. Willful failure to respond to a written request issued to a County employee or appointed department head by a Board Committee shall be sufficient cause to authorize the Committee to apply to the County Board Chairman for an order of the failure of the employee to appear and to request an immediate redress of said grievance. Moreover, it shall be the policy of the County Board that the County Board staff shall be made available in their respective areas of expertise to the elected County officers and to the various department heads, to the extent that the said request is not in conflict with the priorities assigned by the County Board.
- B. All Committees and Committee Chairmen shall be appointed by the Chairman of the County Board with approval of County Board. Each Committee Chairman shall appoint their committee vice chairman. (Amended 11/18/2008)
- C. Meetings of all Committees may be held on a regular meeting date and place or may be called by three (3) days notice by the Committee Chairman or a majority of the Committee. When called, a copy of said notice shall be sent to the Office of Administrative Services.
- D. Any Board Member is welcome and encouraged to attend Committee meetings other

### Exhibit 1

than Committees to which the Board Member is assigned. A Committee Chairman has the option of appointing other Board Members to meet the minimum level required for a quorum. If a Board Member is appointed to meet the Committee quorum, the Board Member is entitled to collect a per diem and to vote for the duration of the meeting. (Amended 12/15/2009)

- E. The Committee Chairman shall designate a recorder to keep minutes of each meeting and shall file a copy thereof with the Clerk on or before the next regular County Board meeting date.

#### XV. COMMITTEE REPORTS:

- A. Committee reports shall be made by the Chairman of each respective Committee, or, in his absence by the Vice-Chairman of said Committee. In the event of the absence of both the Chairman and Vice-Chairman of a Committee at a regular County Board Meeting, the Committee report may be made by any other member of said Committee.
- B. All Committees shall report in writing giving the facts and opinions thereon, and every report will be approved by the County Board.

#### XVI. COUNTY BOARD MEMBERS SALARY AND PER DIEM

- A. The salary of the County Board members, excluding the County Board Chairman, shall be established by resolution of the County Board. (Amended 06/19/2012, Res. 2012-29)
- B. A County Board member may collect a per diem for attending County Board meetings and assigned County Board Committee meetings (as assigned pursuant to Sections XII and XIII above). A County Board member may also collect a per diem for attending meetings of other organizations for which the County Board member has been assigned to and approved to attend by the County Board. A per day or per diem compensation covers the entire 24 hours in a day. A County Board member who attended a meeting of the County Board as well as one or more other qualifying meetings on the same day may only receive one per diem of the amount established by resolution of the County Board. If the member he attended two or more qualifying meetings on the same day, the member may receive only one per diem of the amount established by resolution of the County Board. (Amended 10/15/2002; 06/19/2012, Res. 2012-29)

#### XVII. COUNTY BOARD CHAIRMAN AND LIQUOR CONTROL COMMISSIONER COMPENSATION

- A. The County Board Chairman's salary shall be established by resolution of the Kendall County Board. Additionally, a stipend shall be established by resolution of

### Exhibit I

the Kendall County Board for the role of Liquor Control Commissioner. Furthermore, the County Board Chairman shall receive an additional per diem for attendance at County Board Committee meetings for which the County Board Chairman has been assigned to and approved by the County Board, for attending Committee of the Whole (COW) meetings, and for attending meetings of other organizations for which the County Board Chairman has been assigned to and approved to attend by the County Board. The County Board Chairman shall not collect a per diem for attending County Board meetings. A per day or per diem compensation covers the entire 24 hours in a day. If the County Board Chairman attended two or more qualifying meetings on the same day, the County Board Chairman may receive only one per diem of the amount established by resolution of the County Board. (Amended 05/20/08; 06/19/2012, Res. 2012-29)

#### XVIII. MILEAGE REIMBURSEMENT AND HEALTH INSURANCE

- A. The County Board Chairman and County Board members are allowed mileage reimbursements to attend committee meetings, subcommittee meetings, County Board meetings, county business meetings, seminars, conferences, and out of county travel for meetings assigned by the County Board Chairman. The mileage reimbursement rate is the same rate set by the Internal Revenue Service for mileage deductions.
- B. The type of coverage and cost of Health Insurance for the County Board Chairman and the County Board members may be established by resolution of the County Board. (Amended 06/19/2012, Res. 2012-29)

#### XIX. AMENDMENT & EFFECT OF RULES

- A. No alteration or amendment shall be made in any rules of the County Board without the consent of 2/3 of the County Board members thereof. The rule may be suspended in any particular case by vote of 2/3 of the County Board members present.
- B. All questions not covered by these Rules of Order shall be decided by *Roberts Rules of Order, Revised*.
- C. All rules or parts of rules previously passed, or adopted by the County Board relating to Rules of Order, and the same are hereby, repealed.
- D. The above and foregoing Rules shall be in full force and affect after their passage and approval by the County Board and until such times as such Rules are altered, changed, repealed or amended by appropriate action of the said County Board

#### XX. SEVERABILITY:

If any County Board Rules are in conflict with the Counties Act, Illinois Compiled Statutes, Chapter 55, Section 5/2-1001 through 5/2-1007, or any other State Statute, they shall be

**Exhibit 1**

deemed null and void.

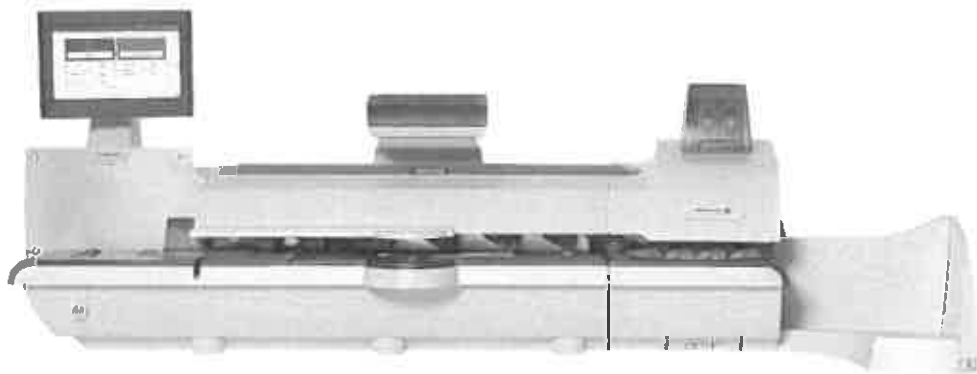
In the event that any of these Rules shall conflict with the provisions of Illinois law, that rule shall be deemed to be of no further force and effect. The determination of the invalidity of any such rule shall not affect the validity of the remainder of the rules.

**Adopted:** May 9, 1972

**Amended:** December 14, 1976  
December 12, 1978  
March 8, 1983  
January 12, 1988  
April 9, 1991  
November 16, 1999  
October 15, 2002  
November 7, 2006  
May 20, 2008  
November 18, 2008  
December 15, 2009  
June 19, 2012 (Resolution 2012-29)  
March 7, 2017  
October 3, 2017  
April 3, 2019

## Pitney Bowes SendPro P1500 Mailing System

Ideal for any size business, the SendPro P1500 is a durable mailing solution that automates and simplifies the processing of non-uniform mail and shipping packages. With the Weigh-on-the-Way feature, you can eliminate the need to sort mixed size mail as the P1500 automatically weighs each piece as it moves through the system at up to 70 letters per minute. Process like-sized mail at up to 145 letters per minute and envelopes at up to 5/8" thick.



### Proposed Solution

Qty:	Feature:
1	SendPro P1500 WOW Mailing System
1	145/70 Letters-Per-Minute Feature
1	15lb. Integrated Scale
1	Drop Stacker
1	10" Color Touch Screen Display
1	50 Dept. Accounting / INVIEW Web-Accounting
1	MulticARRIER shipping hardware bundle
	- USPS, FedEx and UPS Shipping
	- Wireless Keyboard
	- High Capacity Label Printer
1	SendPro™ Networked SendKit
	- 70lb. Integrated Scale
	- Shipping Label Printer

### Proposed Pricing

Lease	36 Month	60 Month
	\$648.36	\$497.66

#### Includes:

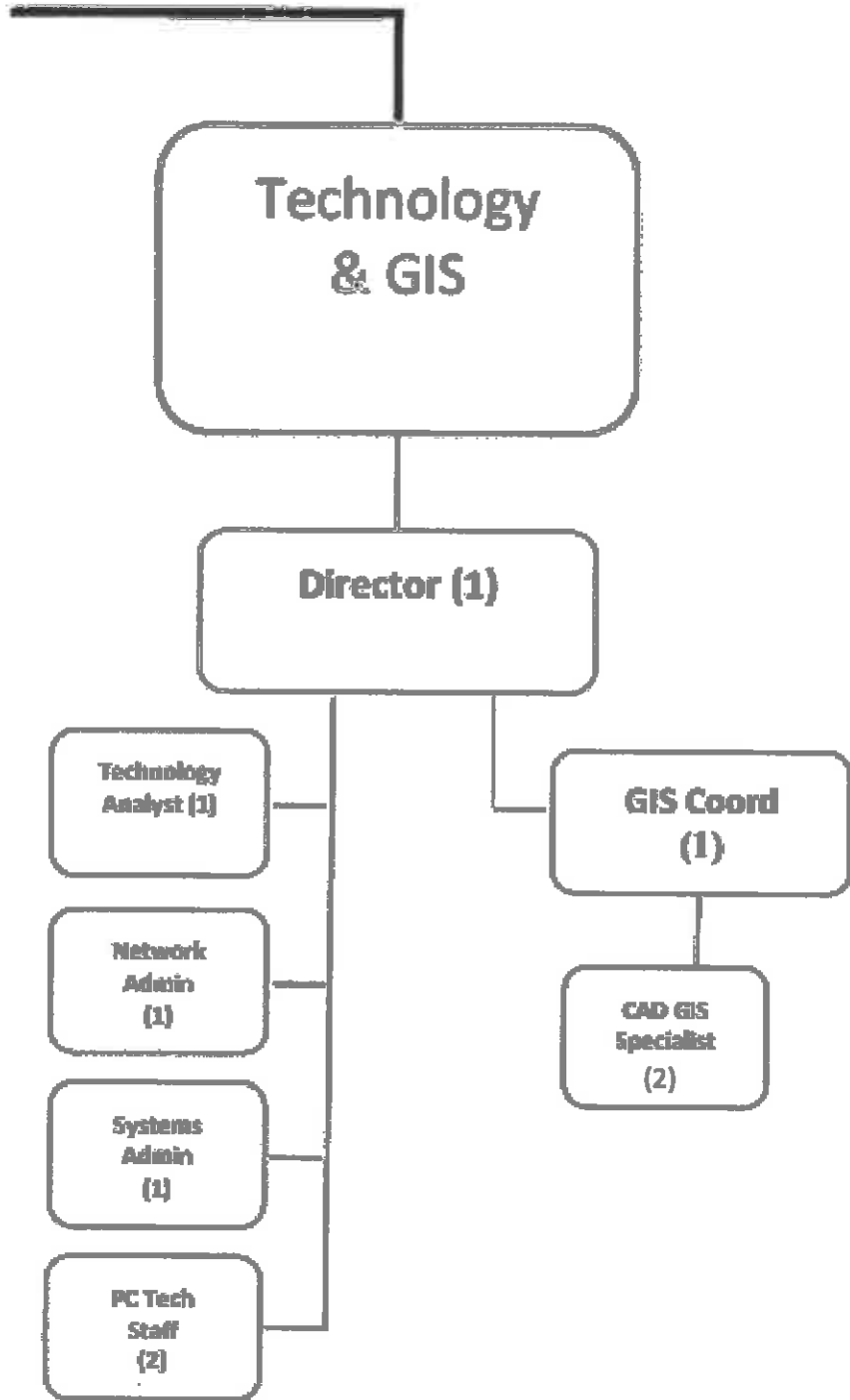
All system maintenance, meter & equipment costs  
 All software/rate updates, shipping, installation & training  
 Customer Satisfaction Guarantee (see attached)

### Product Video:

<https://youtu.be/VmN3lvMVeCw>

Offer Valid Thru June 28, 2019





## Kendall County Job Description

**TITLE:** GIS/Cadastral Specialist  
**DEPARTMENT:** Geographic Information Systems (GIS)  
**SUPERVISED BY:** GIS Coordinator  
**FLSA STATUS:** Non-Exempt  
**APPROVED:** In Process

### I. Position Summary:

To perform comprehensive and complex work in the development, maintenance, and provision of technical support related to production, database maintenance, and implementation of Cadastral and Geographic Information System (GIS) projects and maintain related documentation.

### II. Essential Duties and Responsibilities:

- Scans, rectifies, and uses images to create maps for departmental and county use.
- Gathers and verifies field data for utilization in mapping applications.
- Maintain GIS Datasets as assigned.
- Maintain documentation of GIS Datasets and GIS Applications as assigned.
- Explains and interprets division activities and policies to the general public.
- Uses GIS work station to prepare new maps and revise existing maps to show accurate boundaries, configurations and areas of parcels.
- Performs other duties and responsibilities as assigned.
- Prepares routine reports, correspondence, updates, and special project maps as required.
- Performs routine to moderately complex cadastral mapping duties using ESRI GIS core products; computer-aided drafting software utilizing (CAD/GIS) principles.
- Performs cadastral tasks including the preparation and maintenance of County maps related to property boundaries of various kinds.
- Creates new and edits existing graphical and tabular data; complete geographical analysis to create complex queries and spatial overlays; implement new data.
- Interfaces directly with clients to determine their needs and make recommendations.
- Interprets legal descriptions, records of surveys, tract and parcel maps, and other related documents; utilizes a data management computer system to retrieve and enter property information.
- Researches for property boundaries and title verification.
- Performs area calculations as required using a variety of methods; Makes mathematical computations to calculate bearings, distances, areas, and closures.
- Assures quality objectives and standards are maintained through routine examination of projects, providing verification of data integrity and data distribution.
- Serve as a liaison for the GIS function with other County departments and elected offices.
- Create and maintain documentation of GIS Datasets, GIS Applications, GIS Solutions, and Cadastral base workflow, as assigned.
- Provide training and support of GIS Users that use the interactive GIS Systems as assigned.
- Provide technical expertise and assistance to meet the needs and requests of other government agencies and the general public related to the GIS system.
- Assists in the inventory/upgrading/configurations of supplies, hardware, and software.

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## Kendall County Job Description

### III. Qualifications:

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

#### A. Skills, Knowledge and Abilities:

- Ability to become familiar with industry specific terminology and cartographic standards.
- Ability to understand and explain GIS procedures and policies.
- Represents department with professionalism and confidence.
- Ability to operate a variety of office equipment including, but not limited to, computer, scanner, printer, copier, etc.
- Ability to build teamwork; organizes, prioritizes and performs multiple tasks in a timely manner.
- The ability to present information and communicate effectively both orally and in writing with staff, county officials, and the general public.
- Ability to use a GIS system in creating or updating of maps showing property boundaries, political subdivisions, and taxing districts for finished intelligence, presentations, publications, and/or web sites.
- Reads and interprets complex or detailed data, policies, or legal descriptions related to title searches and the preparation of cadastral maps.
- Plot maps from legal descriptions, deeds, survey data, tract descriptions, and existing maps and utilize a data management computer system.
- Reviews legal descriptions of real property, and understand and interpret government codes, legislation, or legal provisions to cadastral mapping or boundary issues.
- Knowledge of GIS principles including data types, data layers; basic geographic, analytic, and statistical functions, map projections, geographic coordinate systems, and data formatting.
- Maintain appropriate trade and professional contacts, memberships, and review of trade literature in order to keep abreast of developments in GIS equipment and software for potential use by GIS.

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Highlighted is brand new

#### B. Work Standards and Best Practice Guidelines:

- Complies with all applicable state and federal laws and regulations.
- Adheres to all applicable County policies and procedures.
- Commitment to quality results and customer focused.
- Dependable; has integrity and a willingness to learn.
- High degree of professionalism.
- Proven time management skills.
- Works with diverse populations.
- Strong interpersonal, writing, and communication skills.
- Obtain knowledge and learn new skills to enhance job performance and abilities.

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#### C. Education and Experience:

- A minimum of a Bachelor's Degree from an accredited institution or equivalent work experience.

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## Kendall County Job Description

- 3 or more years of professional GIS experience utilizing ESRI ArcGIS desktop applications.
- Experience related to Microsoft Office suite.
- Cadastral Standards / Legal Descriptions.

#### IV. Physical Demands:

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

- Frequently sit for long periods of time at desk or in meetings;
- Occasionally lift and/or move up to 40 pounds;
- Use hands to finger, handle, or feel;
- Reach, push and pull with hands and arms;
- Bend over at the waist and reach with hands and arms;
- Talk and hear in person and via use of telephone;
- Specific vision abilities include close and distance vision, depth perception;
- Travel independently to other County office locations.

#### V. Work Environment:

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

- Inside environmental conditions.
- The noise level in the work environment is usually quiet to moderately quiet.
- Employee may be exposed to stressful situations while working with users, law enforcement, department heads, elected officials, vendors, and the general public.
- Employee may be required to provide own transportation to travel to and from meetings, training, conferences, etc.

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

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

cc: personnel file, employee