



COUNTY OF KENDALL, ILLINOIS BUDGET/FINANCE COMMITTEE

KENDALL COUNTY OFFICE BUILDING
County Board Room 210; 111 W. Fox Street; Yorkville

Thursday, February 25, 2021 at 5:00PM
MEETING AGENDA

1. **Call to Order**
2. **Roll Call:** Matt Kellogg (Chair), Amy Cesich, Brian DeBolt, Scott Gengler, Scott Gryder
3. **Approval of Agenda**
4. **Approval to Forward Claims to County Board for Final Approval at the March 2, 2021 County Board meeting**
5. **Items of Business**
 - *Tax Abatement: Approval of Ordinance Abating the Taxes levied for the Year 2020 Payable 2021 to Pay Debt Service on General Obligation Bonds (Alternate Revenue Source) Series 2016, 2017, 2019A & 2019B for the County of Kendall, Illinois*
 - *Discussion and Approval of Kendall County Procurement Ordinance*
 - *Discussion of a Shared Public Information Officer Position*
6. **Public Comment**
7. **Questions from the Media**
8. **Action Items for County Board**
9. **Items for Committee of the Whole**
10. **Executive Session**
11. **Adjournment**

Microsoft Teams meeting

Join on your computer or mobile app

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Or call in (audio only)

+1 309-248-0701

Phone Conference ID: 787 544 636#

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

**COUNTY OF KENDALL, ILLINOIS
BUDGET & FINANCE COMMITTEE
Meeting Minutes for Thursday, January 28, 2021**

Call to Order - Committee Chair Matt Kellogg called the Budget and Finance Committee to order at 5:30p.m.

Roll Call

Attendee	Status	Arrived	Left Meeting
Amy Cesich	Present		
Brian DeBolt	Here		5:25p.m.
Scott Gengler	Here		
Scott Gryder		5:12p.m.	
Matt Kellogg	Here		

Others Present – Latreese Caldwell, Scott Koeppel, Jim Smiley

Approval of Agenda - Member DeBolt made a motion to approve the agenda with the change of moving business item *Discussion of Salary Range for Assistant Facilities management Director/Project Manager Position* before the other agenda items, second by Member Cesich.

Amy Cesich	Yes
Matt Kellogg	Yes
Scott Gengler	Yes
Brian DeBolt	Yes

Items of Business

- *Discussion of Salary Range for Assistant Facilities management Director/Project Manager Position* – Mr. Smiley briefed the committee on current and past projects, and the need for an Assistant Director/Project Manager as soon as possible. Mr. Smiley briefed the committee on a seasoned candidate and his qualifications, and the reasons for the proposed starting salary of \$70,000, with a start date of February 1, 2021.

Motion made by Member Gryder, second by Member Gengler to offer the position at a starting salary of \$70,000, with the possibility of a salary increase after a six-month evaluation and review by the Facilities Director.

Amy Cesich	Yes
Matt Kellogg	Yes
Scott Gengler	Yes
Scott Gryder	Yes

With four members present voting aye, the motion carried by a vote of 4-0.

Ms. Caldwell reviewed the Expenditure, Revenue and Transfers Out for the period ending November 30, 2020.

Approval of Forwarding Claims for Final County Board Approval – Member Gryder made a motion to forward the claims to the County Board for final approval, second by Member Gengler.

Scott Gengler	Yes
Matt Kellogg	Yes
Amy Cesich	Yes
Scott Gryder	Yes

With four members present voting aye, the motion carried by a roll call vote of 4-0.

Department Head and Elected Official Reports – None

Items from Other Committees – None

Public Comment – None

Questions from the Media - None

Items for the February 2, 2021 County Board Meeting

➤ *Forwarding Claims for Final County Board Approval*

Items for the February 11, 2021 Committee of the Whole Meeting - None

Executive Session – Not needed

Adjournment – Member Gryder made a motion to adjourn the Budget and Finance Committee meeting, Member Gengler seconded the motion.

Matt Kellogg	Yes
Amy Cesich	Yes
Scott Gryder	Yes
Scott Gengler	

With four members present voting aye, the meeting was adjourned at 5:52p.m. by a roll call vote of 4-0.

Respectfully submitted,

Valarie McClain
Administrative Assistant and Recording Secretary

Claims Listing

2/25/2021 9:11:33 AM

Department	Vendor #	Vendor Name	Invoice #	Invoice Description	GL Account	Description	Invoice Amount	
Administration	1172	KENDALL PRINTING	21-02191	SKoeppel Business Cards	11000530 62000	Office Supplies	\$68.00	
							Sub-Total	\$68.00
	127	BEACON NEWS	14967	23996847 COB Subscription FINAL BILL	11000530 62020	Subscriptions / Books	\$107.85	
							Sub-Total	\$107.85
	1849	VERIZON	9865052762	cell phones 9/17-10/16/20	11000530 62070	Cellular Phones	\$84.76	
	1849	VERIZON	9865052762	cell phones 9/17-10/16/20	11000530 62070	Cellular Phones	\$42.38	
	1849	VERIZON	9873500250	Cell phones 02/17-3/16/21	11000530 62070	Cellular Phones	\$89.86	
	1849	VERIZON	9873500250	Cell phones 02/17-3/16/21	11000530 62070	Cellular Phones	\$42.43	
							Sub-Total	\$259.43
	1172	KENDALL PRINTING	21-0210 and 21-0212	Board Business Cards new logo	11000530 62370	County Supplies	\$259.00	
							Sub-Total	\$259.00
	592	FOX VALLEY TROPHY & PROMOTIONS	36707	Plaques & Name Badges	11000530 65660	Employee Recognition	\$50.00	
							Sub-Total	\$50.00
	1462	NOTARY PUBLIC ASSOCIATION OF IL	DHolle Renewal	DHolle Notary Renewal	11000530 65760	Notaries	\$54.00	
	1462	NOTARY PUBLIC ASSOCIATION OF IL	MCisija	MCisija Notary Renewal	11000530 65760	Notaries	\$54.00	
	1526	PETTY CASH-ADMIN	SMalmberg Notary Rei	SMalmberg Notary Fee Reimbursement	11000530 65760	Notaries	\$10.00	
							Sub-Total	\$118.00
							Administration Total	\$862.28
	Animal Control Warden	2063	RUNCO OFFICE SUPPLY	817229/813656/817943	OFFICE SUPPLIES	130101 62000	Office Supplies	(\$12.79)

Department	Vendor #	Vendor Name	Invoice #	Invoice Description	GL Account	Description	Invoice Amount
	2063	RUNCO OFFICE SUPPLY	817229/813656/817943	OFFICE SUPPLIES	130101 62000	Office Supplies	\$26.67
	2063	RUNCO OFFICE SUPPLY	817229/813656/817943	OFFICE SUPPLIES	130101 62000	Office Supplies	\$95.96
						Sub-Total	\$109.84
	834	ILLINOIS ANIMAL WELFARE FEDERATION	022821	Annual Dues	130101 62060	Training	\$50.00
						Sub-Total	\$50.00
	1449	SPRINT	788572032-191	CELL PHONE	130101 62070	Cellular Phones	\$6.53
						Sub-Total	\$6.53
	1846	VCA AURORA ANIMAL HOSPITAL	286441007/286441006	NEUTER/SPAY FEES	130901 68950	Neuter / Spay Fees	\$28.01
	1846	VCA AURORA ANIMAL HOSPITAL	286441007/286441006	NEUTER/SPAY FEES	130901 68950	Neuter / Spay Fees	\$28.01
						Sub-Total	\$56.02
						Animal Control Warden	Total
							\$222.39
Behavioral Health Services	1849	VERIZON	9872792093	TECOMMUNICATION	12051355 63540	Telephones	\$39.23
	1849	VERIZON	9872792093	TECOMMUNICATION	12051355 63540	Telephones	\$39.23
	1849	VERIZON	9872792093	TECOMMUNICATION	12051355 63540	Telephones	\$10.00
	1849	VERIZON	9872792093	TECOMMUNICATION	12051355 63540	Telephones	\$1.78
	1849	VERIZON	9872792093	TECOMMUNICATION	12051355 63540	Telephones	\$272.81
						Sub-Total	\$363.05
	1473	OFFICE DEPOT	151603753001	MAGNETIC BOOK ENDS	12051355 67750	Supplies - General	\$126.45
						Sub-Total	\$126.45
						Behavioral Health Services	Total
							\$489.50
Circuit Court Clerk	1849	VERIZON	9872406205	Ofc Supply- monthly wifi	11000314 62000	Office Supplies	\$38.01
	2063	RUNCO OFFICE SUPPLY	816800-0	fc Supply-craft envelopes and sort kwik	11000314 62000	Office Supplies	\$17.57

Department	Vendor #	Vendor Name	Invoice #	Invoice Description	GL Account	Description	Invoice Amount
	2143	RUBBER STAMP CHAMP	1124215	Ofc Supply - 3 MGP signature stamps	11000314 62000	Office Supplies	\$50.70
						Sub-Total	\$106.28
	901310	MACK & ASSOCIATES	10525	Operation-Admin - 2020 audit	130603 66500	Miscellaneous Expense	\$4,400.00
						Sub-Total	\$4,400.00
Circuit Court Judge					Circuit Court Clerk	Total	\$4,506.28
	3038	ELIZABETH ANNE CULL	341	Spanish interpreter	11001516 64810	Statutory Expense	\$271.04
	3075	ELLEN ROBERTS INTERPRETING	1	Russian Interpreter	11001516 64810	Statutory Expense	\$130.00
	3075	ELLEN ROBERTS INTERPRETING	2	Russian Interpreter	11001516 64810	Statutory Expense	\$130.00
						Sub-Total	\$531.04
	1454	KATHERINE J NIELSEN	020921	Court Reporter Transcripts	11001516 65510	Court Reporter/Transcripts	\$32.00
					Sub-Total	\$32.00	
					Circuit Court Judge	Total	\$563.04
Combined Court Services	1192	KONICA MINOLTA	37260771	Copier Contract	11001618 62150	Contractual Services	\$163.00
	1192	KONICA MINOLTA	9007507366	Copies	11001618 62150	Contractual Services	\$16.12
						Sub-Total	\$179.12
	1102	KANE COUNTY TREASURER	Jan-21	January Juvenile Detention	11001618 65050	Kane County Juvenile Detention	\$5,670.00
					Sub-Total	\$5,670.00	
					Combined Court Services	Total	\$5,849.12
Community Action Services	1473	OFFICE DEPOT	151473262001	HP65XL INK CARTRIDGES	12051358 67750	Supplies - General	\$113.54
						Sub-Total	\$113.54
	67	AMEREN IP	189947	LIHEAP	12051358 67810	Direct Client Assistance	\$425.00

Department	Vendor #	Vendor Name	Invoice #	Invoice Description	GL Account	Description	Invoice Amount
	319	COMED-REVENUE MGMT	189465	LIHEAP	12051358 67810	Direct Client Assistance	\$359.00
	1452	NICOR	189949	LIHEAP	12051358 67810	Direct Client Assistance	\$14,304.00
	2047	COMED	189948	LIHEAP	12051358 67810	Direct Client Assistance	\$1,242.00
	2047	COMED	189948	LIHEAP	12051358 67810	Direct Client Assistance	\$15,913.00
						Sub-Total	\$32,243.00
					Community Action Services	Total	\$32,356.54
Community Health Services	1172	KENDALL PRINTING	21-02192	COVID RECORD CARDS	12051357 62190	Printing	\$136.55
						Sub-Total	\$136.55
	312	COMCAST	0460144 FEB21	BUSINESS INTERNET,	12051357 63540	Telephones	\$318.30
	1849	VERIZON	9872792093	TECOMMUNICATION	12051357 63540	Telephones	\$3,667.89
	1849	VERIZON	9872792093	TECOMMUNICATION	12051357 63540	Telephones	\$85.11
	1849	VERIZON	9872792093	TECOMMUNICATION	12051357 63540	Telephones	\$878.64
	1849	VERIZON	9872792093	TECOMMUNICATION	12051357 63540	Telephones	\$89.74
	1849	VERIZON	9872792093	TECOMMUNICATION	12051357 63540	Telephones	\$122.00
	1849	VERIZON	9872792093	TECOMMUNICATION	12051357 63540	Telephones	\$62.94
						Sub-Total	\$5,224.62
	1473	OFFICE DEPOT	153472672001	AVERY LABELS	12051357 67750	Supplies - General	\$88.24
						Sub-Total	\$88.24
	1345	CONCORDANCE HEALTHCARE COL	20304228	GAUZE SPONGE, BANDAGES	12051357 67760	Supplies - Medical	\$473.10
						Sub-Total	\$473.10
					Community Health Services	Total	\$5,922.51
Coroner	1460	NORTH-EAST MULTI- REGIONAL	279872	INV. 279872 MONARREZ 40 HOUR MFT	11000417 62060	Training	\$175.00
	1568	JACQUIE PURCELL	14941	PURCELL CORONER	11000417 62060	Training	\$137.50
						Sub-Total	\$312.50
	1418	NATIONAL MEDICAL SERVICES	1132611	INV. 1132611 NMS 01 2021	11000417 64920	Toxicology Testing	\$1,082.00

Department	Vendor #	Vendor Name	Invoice #	Invoice Description	GL Account	Description	Invoice Amount
						Sub-Total	\$1,082.00
	1620	RUSH-COPLEY MEDICAL CENTER	101	Rush Copley Histology Kurkowski	11000417 64970	Histology	\$75.00
						Sub-Total	\$75.00
	51	SYNCB/AMAZON	13CF-QYXR-YNLG	INV. 13CF-QYXR-YNLG	173504 70110	Miscellaneous Cost	\$239.96
	51	SYNCB/AMAZON	14FG-9FVK-R9MY	INV. 14FG-9FVK-R9MY	173504 70110	Miscellaneous Cost	\$49.99
	51	SYNCB/AMAZON	1XMY-HK9G-QX91	INV. 1XMY-HK9G-QX91	173504 70110	Miscellaneous Cost	\$221.46
						Sub-Total	\$511.41
					Coroner	Total	\$1,980.91
Corrections	1686	SOUND INCORPORATED	D1352596	CUSTOMER 11145	11002010 62150	Contractual Services	\$415.00
						Sub-Total	\$415.00
	328	COPLEY MEMORIAL HOSPITAL	7759343	INMATE MEDICAL	11002010 64550	Medical Expenses	\$132.04
	328	COPLEY MEMORIAL HOSPITAL	8058054	INMATE MEDICAL	11002010 64550	Medical Expenses	\$39.57
	624	GARCIA CLINICAL LABORATORY	56037	JANUARY LAB SERVICES	11002010 64550	Medical Expenses	\$198.50
	1316	MCKESSON MEDICAL-SURGICAL	21041925	55390494 - KENDALL SHERIFF	11002010 64550	Medical Expenses	\$154.88
	1876	WAL-MART	02092021	6097652000467943	11002010 64550	Medical Expenses	\$207.98
						Sub-Total	\$732.97
					Corrections	Total	\$1,147.97
County Administrator	1849	VERIZON	9865052762	cell phones 9/17-10/16/20	176905 70030	Equipment	(\$28.42)
						Sub-Total	(\$28.42)
					County Administrator	Total	(\$28.42)
County Board	541	FIRST NATIONAL BANK OF OMAHA	Koeppel Credit Card	SKoeppel Credit Card - Misc	11002532 66500	Miscellaneous Expense	\$93.90

Department	Vendor #	Vendor Name	Invoice #	Invoice Description	GL Account	Description	Invoice Amount
	592	FOX VALLEY TROPHY & PROMOTIONS	36707	Plaques & Name Badges	11002532 66500	Miscellaneous Expense	\$56.00
						Sub-Total	\$149.90
	225	CARSTAR YORKVILLE	2012 Toyota Camry	2012 Toyota Camry	120725 68020	Deductibles	\$6,110.52
	225	CARSTAR YORKVILLE	Squad 97 Ford Fusion	Squad 97 Repairs	120725 68020	Deductibles	\$2,180.05
						Sub-Total	\$8,290.57
	1692	SOUTHERN COMPUTER WAREHOUSE (SCW)	000678484	KCBoardroom Computers	140125 69780	Capital Expenditures	\$1,148.26
						Sub-Total	\$1,148.26
						County Board Total	\$9,588.73
County Clerk And Recorder	935	LAND-CODE LLC	2021-005	maintenance	132806 68870	Document Storage	\$6,500.00
						Sub-Total	\$6,500.00
						County Clerk And Recorder Total	\$6,500.00
County Highway Engineer	541	FIRST NATIONAL BANK OF OMAHA	020221	office sup, ROW, nuts & bolts	120207 62000	Office Supplies	\$12.99
	2063	RUNCO OFFICE SUPPLY	817273-0	labels, file folders	120207 62000	Office Supplies	\$60.06
	2063	RUNCO OFFICE SUPPLY	817279-0	copy paper	120207 62000	Office Supplies	\$93.98
						Sub-Total	\$167.03
	1849	VERIZON	9872437420	monthly service	120207 62070	Cellular Phones	\$201.53
						Sub-Total	\$201.53
	82	ARNESON OIL CO.	487722	Kerosene	120207 62160	Equipment	\$360.60
	166	BONNELL INDUSTRIES INC.	0197437-IN	cylinder kit, tubing center	120207 62160	Equipment	\$1,649.35
	166	BONNELL INDUSTRIES INC.	0197535-IN	bearing, bots	120207 62160	Equipment	\$395.11

Department	Vendor #	Vendor Name	Invoice #	Invoice Description	GL Account	Description	Invoice Amount
	166	BONNELL INDUSTRIES INC.	0197988-IN	Blades #14 & 19	120207 62160	Equipment	\$874.04
	317	COFFMAN TRUCK SALES INC	214835	Truck Tested #7	120207 62160	Equipment	\$40.00
	317	COFFMAN TRUCK SALES INC	30190	wrecker service C-188	120207 62160	Equipment	\$600.00
	486	DU-TEK INC	1013196	hose, #16	120207 62160	Equipment	\$175.00
	486	DU-TEK INC	1013219	hose	120207 62160	Equipment	\$178.00
	486	DU-TEK INC	1013238	hoses	120207 62160	Equipment	\$179.50
	486	DU-TEK INC	1013251	hose, #15	120207 62160	Equipment	\$43.50
	486	DU-TEK INC	1013341	hose #15	120207 62160	Equipment	\$43.00
	486	DU-TEK INC	1013346	hoses #15	120207 62160	Equipment	\$47.00
	506	ELBURN NAPA, INC.	277049	battery #12 and shop	120207 62160	Equipment	\$132.84
	506	ELBURN NAPA, INC.	277054	power service diesel	120207 62160	Equipment	\$167.76
	506	ELBURN NAPA, INC.	277093	wind de-ice	120207 62160	Equipment	\$59.88
	506	ELBURN NAPA, INC.	277303	trans flu, degreaser	120207 62160	Equipment	\$53.84
	506	ELBURN NAPA, INC.	277619	power service diesel	120207 62160	Equipment	\$245.52
	506	ELBURN NAPA, INC.	277700	de-ice, wiper blades	120207 62160	Equipment	\$222.29
	506	ELBURN NAPA, INC.	277924	cabin air filter	120207 62160	Equipment	\$25.82
	541	FIRST NATIONAL BANK OF OMAHA	020221	office sup, ROW, nuts & bolts	120207 62160	Equipment	\$47.18
	541	FIRST NATIONAL BANK OF OMAHA	020221	office sup, ROW, nuts & bolts	120207 62160	Equipment	\$104.66
	541	FIRST NATIONAL BANK OF OMAHA	020221	office sup, ROW, nuts & bolts	120207 62160	Equipment	\$124.96
	541	FIRST NATIONAL BANK OF OMAHA	020221	office sup, ROW, nuts & bolts	120207 62160	Equipment	\$381.89
	909	IL TRUCK MAINTENANCE INC	029162	Replace hydraulic hose #19	120207 62160	Equipment	\$356.99
	1002	INTERSTATE BILLING SERVICE	3022274736	exhaust leak	120207 62160	Equipment	\$1,173.40
	1002	INTERSTATE BILLING SERVICE	3022342565	drive fan, clutch	120207 62160	Equipment	\$955.00
	1002	INTERSTATE BILLING SERVICE	3022351215	motor, wiper module	120207 62160	Equipment	\$485.00
	1002	INTERSTATE BILLING SERVICE	3022376346	steering gear	120207 62160	Equipment	\$710.00
	1002	INTERSTATE BILLING SERVICE	3022381819	bracket fan support	120207 62160	Equipment	\$192.66

Department	Vendor #	Vendor Name	Invoice #	Invoice Description	GL Account	Description	Invoice Amount
	1002	INTERSTATE BILLING SERVICE	3022387833	bracket fan support	120207 62160	Equipment	\$268.00
	1002	INTERSTATE BILLING SERVICE	3022420905	brake chamber and parts	120207 62160	Equipment	\$733.17
	1002	INTERSTATE BILLING SERVICE	3022442371	brake shoe kits	120207 62160	Equipment	\$635.24
	1002	INTERSTATE BILLING SERVICE	3022460447	windshield washer	120207 62160	Equipment	\$25.90
	1005	INTERSTATE ALL BATTERY CENTER	1915201030371	commercial battery	120207 62160	Equipment	\$353.85
	1323	MENARDS	07357	power service diesel	120207 62160	Equipment	\$25.25
	1908	WEST SIDE TRACTOR SALES CO	N02621	grader	120207 62160	Equipment	\$945.51
	2020	KOENING BODY AND EQUIPMENT, INC.	89471	blades for #19, shop	120207 62160	Equipment	\$2,213.14
						Sub-Total	\$15,224.85
	82	ARNESON OIL CO.	173007	Diesel	120207 62180	Gasoline / Fuel / Oil	\$1,677.69
	82	ARNESON OIL CO.	173057	Diesel	120207 62180	Gasoline / Fuel / Oil	\$486.57
	82	ARNESON OIL CO.	173058	Gasoline	120207 62180	Gasoline / Fuel / Oil	\$172.27
	82	ARNESON OIL CO.	173538	Diesel	120207 62180	Gasoline / Fuel / Oil	\$1,004.05
	82	ARNESON OIL CO.	173539	Gasoline	120207 62180	Gasoline / Fuel / Oil	\$415.50
	82	ARNESON OIL CO.	173641	Diesel	120207 62180	Gasoline / Fuel / Oil	\$1,573.30
	82	ARNESON OIL CO.	173698	Diesel	120207 62180	Gasoline / Fuel / Oil	\$1,228.55
	82	ARNESON OIL CO.	176113	Diesel	120207 62180	Gasoline / Fuel / Oil	\$353.39
						Sub-Total	\$8,911.32
	1876	WAL-MART	02172021	coffee, sugar	120207 67200	Building and Grounds Maint.	\$13.39
						Sub-Total	\$13.39

Department	Vendor #	Vendor Name	Invoice #	Invoice Description	GL Account	Description	Invoice Amount
	3071	ELLEN H NEUPERT	01242021	replace mailbox	120207 67220	Highway Maint. Materials	\$62.76
						Sub-Total	\$62.76
	541	FIRST NATIONAL BANK OF OMAHA	020221	office sup, ROW, nuts & bolts	120207 67250	Engineering Supplies	\$461.06
						Sub-Total	\$461.06
	735	HAMPTON, LENZINI & RENWICK	20210246	Eng River Rd BR Joint Replacements	120107 67350	Construction of Bridges	\$5,943.75
	809	HUTCHISON ENGINEERING, INC	27	Eng. Fox River Dr over Clear Creek	120107 67350	Construction of Bridges	\$6,727.75
						Sub-Total	\$12,671.50
	1453	NORTHERN CONTRACTING INC	8939	Guardrail Rpr Sherrill Road	135007 67400	Road Construction and Maint.	\$6,504.79
	1859	VILLAGE OF MINOOKA	10534	mowing reimbursement 2020	135007 67400	Road Construction and Maint.	\$1,062.00
						Sub-Total	\$7,566.79
	541	FIRST NATIONAL BANK OF OMAHA	020221	office sup, ROW, nuts & bolts	135007 67410	Land / Right of Way Acq	\$82.80
	1383	MROWCO	20-0315-01	River Road	135007 67410	Land / Right of Way Acq	\$1,500.00
	1912	WHEATLAND TITLE GUARANTY CO.	633291	Collins Road	135007 67410	Land / Right of Way Acq	\$465.00
	1912	WHEATLAND TITLE GUARANTY CO.	633293	Collins Road	135007 67410	Land / Right of Way Acq	\$456.00
	1912	WHEATLAND TITLE GUARANTY CO.	633295	Collins Road	135007 67410	Land / Right of Way Acq	\$467.00
	1912	WHEATLAND TITLE GUARANTY CO.	633299	Collins Rd	135007 67410	Land / Right of Way Acq	\$455.00
	1912	WHEATLAND TITLE GUARANTY CO.	633302	Collins Road	135007 67410	Land / Right of Way Acq	\$453.00
	1912	WHEATLAND TITLE GUARANTY CO.	633377	Collins Rd	135007 67410	Land / Right of Way Acq	\$459.00
	1912	WHEATLAND TITLE GUARANTY CO.	633595	Collins Road	135007 67410	Land / Right of Way Acq	\$458.00

Department	Vendor #	Vendor Name	Invoice #	Invoice Description	GL Account	Description	Invoice Amount
	1912	WHEATLAND TITLE GUARANTY CO.	633602	Collins Road	135007 67410	Land / Right of Way Acq	\$482.00
	1912	WHEATLAND TITLE GUARANTY CO.	633809	Collins Rd	135007 67410	Land / Right of Way Acq	\$469.00
	1912	WHEATLAND TITLE GUARANTY CO.	633828	Collins Road	135007 67410	Land / Right of Way Acq	\$463.00
	1912	WHEATLAND TITLE GUARANTY CO.	634066	Collins Road	135007 67410	Land / Right of Way Acq	\$494.00
	1912	WHEATLAND TITLE GUARANTY CO.	634067	Collins Road	135007 67410	Land / Right of Way Acq	\$450.00
						Sub-Total	\$7,153.80
	1617	RUBINO ENGINEERING, INC	6513	material test, Grove Rd	135007 67420	Engineering Fees	\$462.00
	1617	RUBINO ENGINEERING, INC	6532	Material Test	135007 67420	Engineering Fees	\$462.00
	1928	WBK ENGINEERING, LLC	21864	Eng. - Pletcher Dr. Ph. II	135007 67420	Engineering Fees	\$13,446.25
	1928	WBK ENGINEERING, LLC	21865	Eng. - Newark & Lisbon Drainage	135007 67420	Engineering Fees	\$4,118.50
						Sub-Total	\$18,488.75
	1858	VILLAGE OF OSWEGO	1061	Traffic Signal, Plainfield Rd	134807 67540	Village of Oswego	\$6,469.00
	1858	VILLAGE OF OSWEGO	1066	Reimb Sidewalks and trails RT34	134807 67540	Village of Oswego	\$3,500.00
						Sub-Total	\$9,969.00
	1157	KENDALL CO FOREST PRESERVE DISTRICT	02122021	reimb path & sidewalks	134807 67560	Kendall County Forest Preserve	\$4,757.57
						Sub-Total	\$4,757.57
					County Highway Engineer	Total	\$83,649.35
Elections	508	ELECTION SYSTEMS & SOFTWARE INC	1179144	maintenance	11000607 62150	Contractual Services	\$34,573.46
						Sub-Total	\$34,573.46
	900	ILLINOIS OFFICE SUPPLY	58971	supplies	11000607 64270	Elections Supplies	\$160.00

Department	Vendor #	Vendor Name	Invoice #	Invoice Description	GL Account	Description	Invoice Amount
	1886	WAREHOUSE DIRECT OFFICE PRODUCTS	4893008-1	wipes	11000607 64270	Elections Supplies	\$1,175.02
						Sub-Total	\$1,335.02
						Elections Total	\$35,908.48
EMA Director	3026	RAGAN COMMUNICATIONS	25165 & 25185	KEN111	175409 70080	Telecommunicat ions	\$287.54
						Sub-Total	\$287.54
						EMA Director Total	\$287.54
Emergency Management Agency	1192	KONICA MINOLTA	9007505609	1500317 - COPY FEES	11000912 62000	Office Supplies	\$52.10
						Sub-Total	\$52.10
	1134	KENDALL COUNTY ASSOCIATION OF CHIEFS OF POLICE	740	JANUARY MEETING - EMA	11000912 62060	Training	\$16.00
						Sub-Total	\$16.00
						Emergency Management Total	\$68.10
Environmental Health Services	1849	VERIZON	9872792093	TECOMMUNICATION	12051356 63540	Telephones	\$263.40
						Sub-Total	\$263.40
						Environmental Health Total	\$263.40
Facilities Management	751	WILLIAM HARDMAN	02232021	MILEAGE	11001001 62050	Mileage	\$31.92
	1677	JIM SMILEY	02232021	MILEAGE	11001001 62050	Mileage	\$31.63
	1677	JIM SMILEY	02232021.1	MILEAGE	11001001 62050	Mileage	\$64.12
						Sub-Total	\$127.67
	5	AAREN PEST CONTROL	33860	ANNUAL CONTRACTS	11001001 62140	Annual Contracts / Serv. Agmts	\$740.00
	499	ECOLAB	6259856312		11001001 62140	Annual Contracts / Serv. Agmts	\$234.95
						Sub-Total	\$974.95
	242	CHICAGO TRIBUNE	031766028000	VEHICLE DISPOSAL AD	11001001 62150	Contractual Services	\$51.00

Department	Vendor #	Vendor Name	Invoice #	Invoice Description	GL Account	Description	Invoice Amount
	1503	PARK VENDING	54884, 55093-55099	SERVICES	11001001 62150	Contractual Services	\$370.50
						Sub-Total	\$421.50
	84	ARTLIP AND SONS INC	0199885	EQUIPMENT	11001001 62160	Equipment	\$1,365.35
	413	DEKANE EQUIPMENT CORP	022812	SNOW BLOWER	11001001 62160	Equipment	\$3,500.00
	413	DEKANE EQUIPMENT CORP	IA75811	EQUIPMENT	11001001 62160	Equipment	\$82.41
	1030	J & D DOOR SALES	108670	EQUIPMENT REPAIR	11001001 62160	Equipment	\$217.50
	1789	TRANE COMPANY	9662715	EQUIPMENT	11001001 62160	Equipment	\$1,423.60
						Sub-Total	\$6,588.86
	228	CAPITAL ONE COMMERCIAL	00020548000205480006	COUNTY SUPPLIES	11001001 62370	County Supplies	\$205.48
	499	ECOLAB	6259680417	COUNTY SUPPLIES	11001001 62370	County Supplies	\$500.98
	680	GRAINGER	9802989492	COUNTY SUPPLIES	11001001 62370	County Supplies	\$520.59
	792	HOME DEPOT CREDIT SERVICES	02232021	COUNTY SUPPLIES	11001001 62370	County Supplies	\$386.71
	1646	SEDONA GLOBAL GROUP LLC	1815	COUNTY SUPPLIES	11001001 62370	County Supplies	\$412.00
	1886	WAREHOUSE DIRECT OFFICE PRODUCTS	4892346-0	COUNTY SUPPLIES	11001001 62370	County Supplies	\$3,450.50
	1954	YORKVILLE NAPA AUTO PARTS	277416	COUNTY SUPPLIES	11001001 62370	County Supplies	\$139.99
						Sub-Total	\$5,616.25
						Facilities Management Total	\$13,729.23
GIS COORDINATOR	1849	VERIZON	9865052762	cell phones 9/17-10/16/20	131712 99570	Cell Phones	\$42.38
	1849	VERIZON	9873500250	Cell phones 02/17-3/16/21	131712 99570	Cell Phones	\$42.43
						Sub-Total	\$84.81
						GIS COORDINATOR Total	\$84.81
Jury Commission	1473	OFFICE DEPOT	152437284001	Jury Office Supply	11001515-62000	Office Supplies	\$36.79
						Sub-Total	\$36.79
						Jury Commission Total	\$36.79

Department	Vendor #	Vendor Name	Invoice #	Invoice Description	GL Account	Description	Invoice Amount
Merit Commission	1532	PHYSICIANS IMMEDIATE CARE- CHICAGO	4191922	38313 - PRE EMPLOYMENT PHYSICALS	11002011 64590	Merit Commission	\$456.00
						<i>Sub-Total</i>	\$456.00
						Merit Commission	Total \$456.00
PBZ Senior Planner	1928	WBK ENGINEERING, LLC	21857	LOTS 6-10 LIGHT ROAD	180119 63150	Project Expenses	\$436.00
						<i>Sub-Total</i>	\$436.00
						PBZ Senior Planner	Total \$436.00
Planning, Building and Zoning	2063	RUNCO OFFICE SUPPLY	816389-0	Office Supplies	11001902 62000	Office Supplies	\$157.22
						<i>Sub-Total</i>	\$157.22
	541	FIRST NATIONAL BANK OF OMAHA	Koeppel Credit Card	SKoeppel Credit Card - Misc	11001902 62040	Conferences	\$65.28
	541	FIRST NATIONAL BANK OF OMAHA	Koeppel Credit Card	SKoeppel Credit Card - Misc	11001902 62040	Conferences	\$225.00
						<i>Sub-Total</i>	\$290.28
	107	AUTOMOTIVE SPECIALTIES INC	24478	PBZ TRUCK - 2008 FORD F150	11001902 62170	Vehicle Maintenance / Repairs	\$276.72
						<i>Sub-Total</i>	\$276.72
	1928	WBK ENGINEERING, LLC	21843	KC REVIEW SERVICES 1/1 - 1/30/2021	11001902 63630	Consultants	\$107.50
	1928	WBK ENGINEERING, LLC	21859	2021 KC NPDES MS4 Annual Report & NOI	11001902 63630	Consultants	\$2,562.50
						<i>Sub-Total</i>	\$2,670.00
					Planning, Building and	Total \$3,394.22	
Presiding Judge	2605	PHARMCHEM INC	435148	PharmChek Analysis Jan	174515 64450	Drug Testing	\$171.30
						<i>Sub-Total</i>	\$171.30
						Presiding Judge	Total \$171.30
Probation Supervisor							

Department	Vendor #	Vendor Name	Invoice #	Invoice Description	GL Account	Description	Invoice Amount
	1134	KENDALL COUNTY ASSOCIATION OF CHIEFS OF POLICE	2021	2021 Membership Dues	132616 62030	Dues	\$160.00
						Sub-Total	\$160.00
	191	TIMOTHY BROWN, PSY D.	February	Juvenile Psychological Evaluation	132616 62140	Annual Contracts / Serv. Agmts	\$1,200.00
	535	FAMILY COUNSELING SERVICE	01/2021	Domestic Violence Treatment.	132616 62140	Annual Contracts / Serv. Agmts	\$260.00
						Sub-Total	\$1,460.00
	1594	REDWOOD TOXICOLOGY LAB	0723920211,303495202	Drug Testing- invoice # 723920211,30349520211	132616 64450	Drug Testing	\$18.29
	1594	REDWOOD TOXICOLOGY LAB	0723920211,303495202	Drug Testing- Invoice # 723920211,30349520211	132616 64450	Drug Testing	\$44.82
						Sub-Total	\$63.11
					Probation Supervisor	Total	\$1,683.11
Program Support	566	FOOTHOLD TECHNOLOGY	FH-005776	IMO 8 DSM LICENSES	12051359 62150	Contractual Services	\$586.69
	1503	PARK VENDING	55092	RENTAL WATER CONDITIONER QTR BEG	12051359 62150	Contractual Services	\$85.50
						Sub-Total	\$672.19
	1849	VERIZON	9872792093	TECOMMUNICATION	12051359 63540	Telephones	\$140.40
						Sub-Total	\$140.40
	1930	KATY WILLIAMS	020821	MASS VACCINATION BINS	12051359 67750	Supplies - General	\$91.30
						Sub-Total	\$91.30
					Program Support	Total	\$903.89
Regional Office Of Education	713	GRUNDY COUNTY TREASURER	2102021	GRUNDY/KENDALL ROE 2-20-2021	11001808 64320	Reimb. to Grundy - Misc.	\$224.51
						Sub-Total	\$224.51
					Regional Office Of	Total	\$224.51
Sheriff	51	SYNCB/AMAZON	FEB2021	6045787810298659	11002009 62000	Office Supplies	\$590.30

Department	Vendor #	Vendor Name	Invoice #	Invoice Description	GL Account	Description	Invoice Amount
						Sub-Total	\$590.30
	549	FEDEX	727302751	309583639	11002009 62010	Postage	\$6.85
						Sub-Total	\$6.85
	538	FBI-LEEDA	42388959-21	DWIGHT A. BAIRD	11002009 62040	Conferences	\$50.00
	1134	KENDALL COUNTY ASSOCIATION OF CHIEFS OF POLICE	732	FEBRUARY MEETING - KCSO	11002009 62040	Conferences	\$128.00
						Sub-Total	\$178.00
	51	SYNCB/AMAZON	FEB2021	6045787810298659	11002009 62070	Cellular Phones	\$47.62
						Sub-Total	\$47.62
	3076	RELIABLE FIRE & SECURITY	36802	KCS001 SERVICE CALL 626160	11002009 62150	Contractual Services	\$356.65
						Sub-Total	\$356.65
	330	COMMUNICATIONS DIRECT INC	FEB2021 - MULTI	KENDALL SHERIFF LABOR/TRAVEL	11002009 62160	Equipment	\$750.00
						Sub-Total	\$750.00
	1714	STEVEN'S SILK SCREENING & EMBROIDERY	18248	KENDALL SHERIFF - KNIT CAP	11002009 62400	Uniforms / Clothing	\$120.00
	2146	IMAGINATION PRINT & DESIGN	36123	KENDALL SHERIFF	11002009 62400	Uniforms / Clothing	\$950.75
						Sub-Total	\$1,070.75
	1475	RAY O'HERRON CO INC	STATE 01312021	00-80560SH	11002009 64360	Weapons / Ammunition	\$624.80
						Sub-Total	\$624.80
	1130	KENCOM PUBLIC SAFETY DISPATCH	354	VOIANCE INTERPRETATION FEE	132120 64540	Comm Inmate Supplies	\$88.50
						Sub-Total	\$88.50

Department	Vendor #	Vendor Name	Invoice #	Invoice Description	GL Account	Description	Invoice Amount
	3074	OUTDOOR-FIT EXERCISE SYSTEMS	73	2021-CORR-02 - KENDALL COUNTY SHERIFF	132120 64570	Comm Mnt. For Inmate Wlfr Hlth	\$14,325.00
						Sub-Total	\$14,325.00
	51	SYNCB/AMAZON	FEB2021	6045787810298659	132120 64580	Comm Inmate Medical Supplies	\$29.99
						Sub-Total	\$29.99
	1247	LEO'S	2027	RETIREMENT ENGRAVING	11002009 65660	Employee Recognition	\$56.00
						Sub-Total	\$56.00
	1648	SECURITY AUTOMATION SYSTEMS. INC.	4069	KENDALL SHERIFF - OPTION 2	131420 66390	Court Security Expenses	\$1,570.00
						Sub-Total	\$1,570.00
	74	ANNA'S PORTABLES	15008 & 15009	PORTABLE RESTROOM X2	133820 66500	Range Miscellaneous Expense	\$250.00
	1603	BOBBY RICHARDSON	HOME DEPOT	RANGE PURCHASE REIMBURSEMENT	133820 66500	Range Miscellaneous Expense	\$88.89
						Sub-Total	\$338.89
	1475	RAY O'HERRON CO INC	STATE 01312021	00-60560SH	133720 66540	DUI Law Enforcement Equipment	\$600.00
						Sub-Total	\$600.00
	1760	THREE FIRES COUNCIL	EXPLORERS 2021	KENDALL COUNTY SHERIFF EXPLORERS	133320 66550	Drug Abuse Prevention	\$570.00
						Sub-Total	\$570.00
	330	COMMUNICATIONS DIRECT INC	SR122630	SQUAD BUILDS	134020 69760	Vehicle Fund Purchase	\$7,863.86
						Sub-Total	\$7,863.86
						Sheriff Total	\$29,067.21

State's Attorney

Department	Vendor #	Vendor Name	Invoice #	Invoice Description	GL Account	Description	Invoice Amount
	1172	KENDALL PRINTING	21-02126	Business cards for Faith	11002120 62000	Office Supplies	\$37.00
	2063	RUNCO OFFICE SUPPLY	816958	Office Supplies	11002120 62000	Office Supplies	\$437.80
						Sub-Total	\$474.80
	1767	WEST PAYMENT CENTER	843849817	Book/Subscription	11002120 62020	Subscriptions / Books	\$375.56
						Sub-Total	\$375.56
	313	LISA COFFEY	470	Legal Services-February 2021	11002120 62150	Contractual Services	\$1,000.00
						Sub-Total	\$1,000.00
	1841	MARYANNE J. VALENZIO, CSR	Grand Jury 02-10-21	Grand Jury transcripts	11002120 62390	Transcripts	\$656.00
	3061	RONDA R LUCAS	18CF282-Kankakee	Fee for transcript on Robert Jones	11002120 62390	Transcripts	\$296.00
	3062	CHRISTINE KOWALSKI	18CF282-Kankakee	Robert Jones 18 CF 282 transcripts	11002120 62390	Transcripts	\$804.00
						Sub-Total	\$1,756.00
	263	CHRONICLE MEDIA, LLC	22498	Legal Notice 2-17-21 20 JD 33-34	11002120 65210	Trials Hearings	\$25.00
	268	CIOX HEALTH	0329086447	Fee for medical records on	11002120 65210	Trials Hearings	\$35.88
	1689	SOUTH CAROLINA DEPARTMENT OF MOTOR VEHICLES	Anna Ortiz	Driving Abstract	11002120 65210	Trials Hearings	\$6.00
						Sub-Total	\$66.88
	1956	YORKVILLE CHAMBER OF COMMERCE	35872	2021 Annual Membership dues JJC	134421 66500	Miscellaneous Expense	\$100.00
						Sub-Total	\$100.00
						State's Attorney Total	\$3,773.24
Technology Director	1705	STAPLES ADVANTAGE	8061118976	office supplies, packing	11002233 62000	Office Supplies	\$94.00
						Sub-Total	\$94.00
	1849	VERIZON	9865052762	cell phones 9/17-10/16/20	11002233 62070	Cellular Phones	\$376.08

Department	Vendor #	Vendor Name	Invoice #	Invoice Description	GL Account	Description	Invoice Amount
	1172	KENDALL PRINTING	21-02126	Business cards for Faith	11002120 62000	Office Supplies	\$37.00
	2063	RUNCO OFFICE SUPPLY	816958	Office Supplies	11002120 62000	Office Supplies	\$437.80
						Sub-Total	\$474.80
	1767	WEST PAYMENT CENTER	843849817	Book/Subscription	11002120 62020	Subscriptions / Books	\$375.56
						Sub-Total	\$375.56
	313	LISA COFFEY	470	Legal Services-February 2021	11002120 62150	Contractual Services	\$1,000.00
						Sub-Total	\$1,000.00
	1841	MARYANNE J. VALENZIO, CSR	Grand Jury 02-10-21	Grand Jury transcripts	11002120 62390	Transcripts	\$656.00
	3061	RONDA R LUCAS	18CF282-Kankakee	Fee for transcript on Robert Jones	11002120 62390	Transcripts	\$296.00
	3062	CHRISTINE KOWALSKI	18CF282-Kankakee	Robert Jones 18 CF 282 transcripts	11002120 62390	Transcripts	\$804.00
						Sub-Total	\$1,756.00
	263	CHRONICLE MEDIA, LLC	22498	Legal Notice 2-17-21 20 JD 33-34	11002120 65210	Trials Hearings	\$25.00
	268	CIOX HEALTH	0329086447	Fee for medical records on	11002120 65210	Trials Hearings	\$35.88
	1689	SOUTH CAROLINA DEPARTMENT OF MOTOR VEHICLES	Anna Ortiz	Driving Abstract	11002120 65210	Trials Hearings	\$6.00
						Sub-Total	\$66.88
	1956	YORKVILLE CHAMBER OF COMMERCE	35872	2021 Annual Membership dues JJC	134421 66500	Miscellaneous Expense	\$100.00
						Sub-Total	\$100.00
						State's Attorney Total	\$3,773.24
Technology Director	1705	STAPLES ADVANTAGE	8061118976	office supplies, packing	11002233 62000	Office Supplies	\$94.00
						Sub-Total	\$94.00
	1849	VERIZON	9865052762	cell phones 9/17-10/16/20	11002233 62070	Cellular Phones	\$376.08

Department	Vendor #	Vendor Name	Invoice #	Invoice Description	GL Account	Description	Invoice Amount
	1172	KENDALL PRINTING	21-02126	Business cards for Faith	11002120 62000	Office Supplies	\$37.00
	2063	RUNCO OFFICE SUPPLY	816958	Office Supplies	11002120 62000	Office Supplies	\$437.80
						Sub-Total	\$474.80
	1767	WEST PAYMENT CENTER	843849817	Book/Subscription	11002120 62020	Subscriptions / Books	\$375.56
						Sub-Total	\$375.56
	313	LISA COFFEY	470	Legal Services-February 2021	11002120 62150	Contractual Services	\$1,000.00
						Sub-Total	\$1,000.00
	1841	MARYANNE J. VALENZIO, CSR	Grand Jury 02-10-21	Grand Jury transcripts	11002120 62390	Transcripts	\$656.00
	3061	RONDA R LUCAS	18CF282-Kankakee	Fee for transcript on Robert Jones	11002120 62390	Transcripts	\$296.00
	3062	CHRISTINE KOWALSKI	18CF282-Kankakee	Robert Jones 18 CF 282 transcripts	11002120 62390	Transcripts	\$804.00
						Sub-Total	\$1,756.00
	263	CHRONICLE MEDIA, LLC	22498	Legal Notice 2-17-21 20 JD 33-34	11002120 65210	Trials Hearings	\$25.00
	268	CIOX HEALTH	0329086447	Fee for medical records on	11002120 65210	Trials Hearings	\$35.88
	1689	SOUTH CAROLINA DEPARTMENT OF MOTOR VEHICLES	Anna Ortiz	Driving Abstract	11002120 65210	Trials Hearings	\$6.00
						Sub-Total	\$66.88
	1956	YORKVILLE CHAMBER OF COMMERCE	35872	2021 Annual Membership dues JJC	134421 66500	Miscellaneous Expense	\$100.00
						Sub-Total	\$100.00
						State's Attorney Total	\$3,773.24
Technology Director	1705	STAPLES ADVANTAGE	8061118976	office supplies, packing	11002233 62000	Office Supplies	\$94.00
						Sub-Total	\$94.00
	1849	VERIZON	9865052762	cell phones 9/17-10/16/20	11002233 62070	Cellular Phones	\$376.08

Department	Vendor #	Vendor Name	Invoice #	Invoice Description	GL Account	Description	Invoice Amount
	1849	VERIZON	9873500250	Cell phones 02/17-3/16/21	11002233 62070	Cellular Phones	\$40.58
	1849	VERIZON	9873500250	Cell phones 02/17-3/16/21	11002233 62070	Cellular Phones	\$375.10
						Sub-Total	\$791.76
	164	BMC SOFTWARE INC.	1339704	Yearly Helpdesk	11002233 65850	Computer Maint. / Software	\$733.55
						Sub-Total	\$733.55
	227	CDW GOVERNMENT, INC.	7477821	warranty on laptop	11002233 65860	Computer Maint. / Hardware	\$161.80
	1016	ITSAVVY LLC	01248310	APC Batteries	11002233 65860	Computer Maint. / Hardware	\$596.85
						Sub-Total	\$758.65
	1574	PROVEN IT	775390	Toners	11002233 65870	Printer Expense	\$303.60
	1574	PROVEN IT	775391	toners	11002233 65870	Printer Expense	\$276.64
	1574	PROVEN IT	775392	toner	11002233 65870	Printer Expense	\$75.00
	1574	PROVEN IT	775393	toner	11002233 65870	Printer Expense	\$122.01
	1574	PROVEN IT	775394	toner	11002233 65870	Printer Expense	\$93.50
						Sub-Total	\$870.75
	1192	KONICA MINOLTA	9007518039	Konica Click 1/13- 2/12/2021	11002233 65880	Copier Expense	\$3,663.02
	1192	KONICA MINOLTA	9873500250	Konica clicks for Feb	11002233 65880	Copier Expense	\$2,055.99
						Sub-Total	\$5,719.01
					Technology Director	Total	\$8,967.72
Utilities - Facilities Mgmt.	208	CALL ONE	372538	TELEPHONE	11001044 63540	Telephones	\$12,437.94
	1575	PTS	2061464	TELEPHONE	11001044 63540	Telephones	\$78.00
						Sub-Total	\$12,515.94

Department	Vendor #	Vendor Name	Invoice #	Invoice Description	GL Account	Description	Invoice Amount
	312	COMCAST	117392222	Internet charges Feb 15, 21 to Mar 14, 21	11001044 65890	Internet Expense	\$763.00
	312	COMCAST	8771 20 066 0155520	internet Feb 19, 2021 to Mar 18, 2021	11001044 65890	Internet Expense	\$243.35
						Sub-Total	\$1,006.35
	353	CONSTELLATION ENERGY SERVICES, INC.	19329732101	ELECTRIC	11001044 69010	Electric - PSC	\$11,478.52
						Sub-Total	\$11,478.52
	353	CONSTELLATION ENERGY SERVICES, INC.	19329732101	ELECTRIC	11001044 69040	Electric - COB	\$2,957.10
						Sub-Total	\$2,957.10
	353	CONSTELLATION ENERGY SERVICES, INC.	19329732101	ELECTRIC	11001044 69050	Electric - Animal Control	\$336.32
						Sub-Total	\$336.32
	353	CONSTELLATION ENERGY SERVICES, INC.	19329732101	ELECTRIC	11001044 69060	Electric - Highway Bldg.	\$547.82
						Sub-Total	\$547.82
	353	CONSTELLATION ENERGY SERVICES, INC.	19329732101	ELECTRIC	11001044 69080	Electric - Historic Courthouse	\$1,407.79
						Sub-Total	\$1,407.79
	353	CONSTELLATION ENERGY SERVICES, INC.	19329732101	ELECTRIC	11001044 69090	Electric - Tower	\$137.13
	353	CONSTELLATION ENERGY SERVICES, INC.	19329732101	ELECTRIC	11001044 69090	Electric - Tower	\$215.73
						Sub-Total	\$352.86

Department	Vendor #	Vendor Name	Invoice #	Invoice Description	GL Account	Description	Invoice Amount
	353	CONSTELLATION ENERGY SERVICES, INC.	19329732101	ELECTRIC	11001044 69110	Electric - Facilities/Coroner	\$262.65
						Sub-Total	\$262.65
	353	CONSTELLATION ENERGY SERVICES, INC.	19329732101	ELECTRIC	11001044 69120	Electric - Health Department	\$2,821.97
	353	CONSTELLATION ENERGY SERVICES, INC.	19329732101	ELECTRIC	11001044 69120	Electric - Health Department	\$2,875.41
						Sub-Total	\$5,697.38
	235	SYMMETRY ENERGY SOLUTIONS LLC	9518304	NATURAL GAS	11001044 69210	Natural Gas - PSC	\$5,494.88
						Sub-Total	\$5,494.88
	235	SYMMETRY ENERGY SOLUTIONS LLC	9518304	NATURAL GAS	11001044 69220	Natural Gas - Courthouse	\$5,649.18
						Sub-Total	\$5,649.18
	1452	NICOR	1789569922	NATURAL GAS	11001044 69240	Natural Gas - COB	\$1,789.56
						Sub-Total	\$1,789.56
	1452	NICOR	502195922	NATURAL GAS	11001044 69260	Natural Gas - Highway Bldg.	\$502.19
	1452	NICOR	835371922	NATURAL GAS	11001044 69260	Natural Gas - Highway Bldg.	\$835.37
						Sub-Total	\$1,337.56
	1452	NICOR	292516922	NATURAL GAS	11001044 69270	Natural Gas - Annex Bldg.	\$292.51
						Sub-Total	\$292.51
	1452	NICOR	866517922	NATURAL GAS	11001044 69280	Natural Gas - Historic Courths	\$866.51
						Sub-Total	\$866.51

Department	Vendor #	Vendor Name	Invoice #	Invoice Description	GL Account	Description	Invoice Amount
	1452	NICOR	102285922	NATURAL GAS	11001044 69300	Natural Gas - Annex 2 Bldg.	\$102.28
						Sub-Total	\$102.28
	235	SYMMETRY ENERGY SOLUTIONS LLC	9518304	NATURAL GAS	11001044 69320	Natural Gas - Health Dept.	\$1,332.22
						Sub-Total	\$1,332.22
					Utilities - Facilities Mgmt.	Total	\$53,427.43
Veteran's Superintendent	1192	KONICA MINOLTA	2021-039	INV 2000289899	121123 62160	Equipment	\$138.00
						Sub-Total	\$138.00
	1139	KENDALL COUNTY HEALTH DEPARTMENT	2021-040	103020	121123 65930	Mental Health	\$24.00
	1139	KENDALL COUNTY HEALTH DEPARTMENT	2021-041	112520	121123 65930	Mental Health	\$24.00
	1139	KENDALL COUNTY HEALTH DEPARTMENT	2021-042	100620	121123 65930	Mental Health	\$8.00
	1139	KENDALL COUNTY HEALTH DEPARTMENT	2021-043	101320	121123 65930	Mental Health	\$14.00
	1139	KENDALL COUNTY HEALTH DEPARTMENT	2021-044	120820	121123 65930	Mental Health	\$14.00
	1139	KENDALL COUNTY HEALTH DEPARTMENT	2021-045	120820	121123 65930	Mental Health	\$8.00
						Sub-Total	\$92.00
	1470	WILLIAM ODENBACH	2021-050	Shelter - DW	121123 65950	Shelter Assistance	\$400.00
	2293	CK INVESTMENTS	2021-049	Shelter - SP	121123 65950	Shelter Assistance	\$500.00
	2716	MELISSA L FERRARO	2021-048	Shelter - MH	121123 65950	Shelter Assistance	\$300.00
	2780	AUGUSTINE M BUTLER	2021-046	Shelter - DB	121123 65950	Shelter Assistance	\$300.00

Department	Vendor #	Vendor Name	Invoice #	Invoice Description	GL Account	Description	Invoice Amount
	2833	FIRST NATIONAL BANK OF OMAHA	2021-047	Loan # 1439536	121123 65950	Shelter Assistance	\$300.00
						Sub-Total	\$1,800.00
					Veteran's Superintendent	Total	\$2,030.00
						Grand Total	\$308,523.18

County of Kendall, Illinois

ORDINANCE NO. 21-_____

ORDINANCE ABATING THE TAXES LEVIED FOR THE YEAR 2020 PAYABLE 2021 TO PAY DEBT SERVICE ON GENERAL OBLIGATION BONDS (ALTERNATE REVENUE SOURCE) SERIES 2016, 2017, 2019A AND 2019B OF THE COUNTY OF KENDALL, ILLINOIS.

WHEREAS, the County Board (the "*Board*") of The County of Kendall, Illinois (the "*County*"), by ordinance adopted:

Ordinance 16-05 (the "*Bond Ordinance*") on the 5th day of April, 2016 which did provide for the issuance of not to exceed \$5,210,000 General Obligation Refunding Bonds (Alternate Revenue Source), Series 2016 (the "*Bonds*"), and the levy of a direct annual tax sufficient to pay debt service on the Bonds; also

Ordinance 17-12 (the "*Bond Ordinance*") on the 15th day of August, 2017 which did provide for the issuance of \$18,000,000 General Obligation Refunding Bonds (Alternate Revenue Source), Series 2017 (the "*Bonds*") along with Ordinance 17-21 (the "*Bond Ordinance*") on the 3rd day of October, 2017 which did provide for the issuance of General Obligation Refunding Bonds (Alternate Revenue Source), Series 2017 (the "*Bonds*"), and the levy of a direct annual tax sufficient to pay debt service on the Bonds; also

Ordinance 19-20 (the "*Bond Ordinance*") on the 6th day of August, 2019 which did provide for the issuance of \$3,340,000 General Obligation Refunding Bonds (Alternate Revenue Source), Series 2019A and the issuance of \$3,020,000 General Obligation Refunding Bonds (Alternate Revenue Source), Series 2019B (the "*Bonds*"), and the levy of a direct annual tax sufficient to pay debt service on the Bonds; and

WHEREAS, on:

The 5th day of April, 2016, a duly certified copy of Bond Ordinance 16-05 was filed in the office of the County Clerk of the County (the "*County Clerk*"); also

The 15th day of August, 2017, a duly certified copy of Bond Ordinance 17-12 was filed in the office of the County Clerk of the County (the "*County Clerk*"); also

The 6th day of August, 2019, a duly certified copy of Bond Ordinance 19-20 was filed in the office of the County Clerk of the County (the "*County Clerk*"); and

WHEREAS, the County has Pledged Revenues (as defined in the Bond Ordinances) available for the purpose of paying debt service on the Bonds heretofore imposed by the 2020 levy; and

WHEREAS, the Pledged Revenues are hereby directed to be deposited into the "Debt Service Fund" established pursuant to the Bond Ordinances for the purpose of paying the debt service on the Bonds; and

WHEREAS, it is necessary and in the best interests of the County that the taxes heretofore levied for the year 2020 payable 2021 to pay the debt service on the Bonds be abated:

NOW, THEREFORE, Be It Ordained by the County Board of The County of Kendall, Illinois, as follows:

Section 1. Abatement of Tax for the Bonds. The tax heretofore levied for the year 2020 payable 2021 in Bond Ordinances 16-05 \$1,025,150; 17-21 \$1,119,750 and 19-20 \$1,568,960 shall be abated in its entirety.

Section 2. Filing of Ordinance. Forthwith upon the adoption of this ordinance, the Clerk of the Board shall file a certified copy hereof with the County Clerk and it shall be the duty of the County Clerk to abate said taxes levied for the year 2020 payable 2021 in accordance with the provisions hereof.

Section 3. Effective Date. This ordinance shall be in full force and effect forthwith upon its adoption.

Adopted this ____ day of March, 2021, by roll call vote as follows:

Ayes:

Nays:

Absent:

Scott R. Gryder, County Board Chairman
of County of Kendall, Illinois

ATTEST:

County Clerk and Recorder
County of Kendall, Illinois

(SEAL)

KENDALL COUNTY PROCUREMENT ORDINANCE

ARTICLE I - GENERAL PROVISIONS

PART A - PURPOSE AND APPLICATION

1. PURPOSE

- a. The underlying purpose and policies of this ordinance are to:
 1. manage the procurement process in accordance with the law;
 2. spend taxpayer's money wisely and fairly;
 3. make the most efficient use of taxpayer dollars;
 4. provide public confidence in the County's procurement process;
 5. obtain the greatest value in making purchases;
 6. protect against fraud and favoritism;
 7. allow for competitive pricing in the procurement of materials, supplies, equipment, services, construction and construction related services;
 8. encourage competitive selection and allow for all responsible bidders to receive proper consideration;
 9. maintain an atmosphere that encourages openness and transparency in purchasing, and;
 10. ensure that all purchases are done in accordance with applicable ethics laws and ordinances.
- b. To the extent permitted by law, Kendall County will promote economic development within the County by encouraging the participation of Kendall County businesses, by providing equal opportunity for minority and women-owned businesses, and for veterans, and by applying environmentally sound practices in the procurement process.
- c. This ordinance shall be constituted and applied to promote its underlying purpose and policies as articulated herein.

2. APPLICATION

- a. The Kendall County Purchasing Ordinance applies to contracts for procurement of Materials, Services, Supplies, Equipment, Construction, Construction related Services and Professional Services, which are entered into by Kendall County and its departments after the effective date of this Ordinance.
- b. The Ordinance shall apply to every expenditure of public funds by any and all Kendall County departments for public purchasing irrespective of its source, except as may otherwise be provided for by Federal or State law, Federal or State regulation, County of Kendall Ordinance or administrative policy.

c. The following elected officials, pursuant to statute, shall control the internal operations of their office and procure equipment, materials and services necessary to perform the duties of their office, and are not subject to this purchasing Ordinance:

1. The County Clerk (See 55 ILCS 5/3-2003.2)
2. The State's Attorney (See 55 ILCS 5/3-9006)
3. The County Treasurer (See 55 ILCS 5/3-10005.1)
4. The County Recorder (See 55 ILCS 5/3-5005.2)

d. When procurement involves the expenditure of State or Federal assistance or contract funds, the procurement shall be conducted in accordance with any applicable mandatory State and/or Federal laws.

e. Nothing in this Ordinance shall prevent any County agency from complying with the terms and conditions of any grant, gift, bequest or cooperative purchasing agreement that is otherwise consistent with law.

f. Nothing in this Ordinance shall be construed as to restrict purchasing by the Emergency Management Agency of Kendall County or other Kendall County departments during response to emergencies or disasters as outlined and authorized pursuant to Kendall County Ordinance 05-40 and the Illinois Emergency Management Agency Act (20 ILCS 3305/1 *et seq.*).

g. The County may adopt administrative procedures to ensure compliance with all bidding requirements including procedures that may be more restrictive than required by State statute.

h. This Ordinance does not apply to the procurement of legal services, with the exception of Article II (a) (7) below.

3. REQUIREMENT OF GOOD FAITH

This Ordinance requires all parties involved in the procurement, negotiation, performance or administration of Kendall County contracts to act in good faith.

4. SEVERABILITY

If any provisions of this Ordinance or application thereof to any person or circumstances are held invalid by a Court, such invalidity shall not affect the other provisions or application of this Ordinance which can be given effect without the invalid provision or application, and to this end the provisions of this Ordinance are declared to be severable.

5. SINGULAR – PLURAL AND GENDER RULES

Words in the singular number include the plural, and those in the plural include the singular. Words of a particular gender include any gender and the neuter, and when the senses indicate, words of the neuter gender may refer to any gender.

6. PROPERTY RIGHTS

Receipt of a Solicitation or other Procurement document, or submission of any response thereto, or other offer, confers no right to receive an award or Contract, nor does it obligate Kendall County in any manner.

PART B – DEFINITIONS

1. **Construction:** The process of building, altering, repairing, improving, or demolishing any structure or building or other improvements of any kind to any real property.
2. **Contract:** Any and all types of County agreements regardless of what they may be called, which entail the procurement of materials, supplies, equipment, services, construction and construction related services. Such contracts include, but are not limited to, payment vouchers, purchase orders, task orders, maintenance contracts, service contracts, systems contracts, oral agreements, etc.
3. **Contractor:** Any person or entity who is a party to or beneficiary of a contract with the County or through a using agency thereof.
4. **Cooperative Purchasing:** Cooperative purchasing may include, but is not limited to, joint or multi-party contracts between government procurement units and open-ended state/national government procurement unit contracts, which are made available to other government procurement units after having been bid by another government procurement unit(s) where required. Where a bid by one using department has established a purchase price, other departments may enter into a contract based on that bid, but only to the extent that the combined purchases are within the limits of the original bid amount or the estimate provided in the original bid.
5. **County Contracting Authority:** The person authorized, pursuant to this Ordinance or designation by vote of the Kendall County Board, to enter into a contract or agreement, which shall bind the County to the purchase of any materials, services, supplies, equipment, construction, construction related services and professional services.
6. **County Department:** A County officer, employee, department, office, or agency whose purchasing authority is subject to the Kendall County Board.
7. **Department Head:** The supervisor of a County Department, not including Elected Officials.
8. **Elected Official:** For purposes of this ordinance, Elected Official may include: Clerk of the Circuit Court, County Board Members, County Clerk, County Coroner, County Treasurer, County Recorder, County Sheriff, and State's Attorney.

9. **Employee:** Individuals, including elected and appointed officials, providing services for the County and drawing a salary from the County.
10. **Equipment:** Goods that are purchased or used by a County department that are not materials or supplies that are not expendable except through depreciation or wear and tear, and do not lose their identity or become integral parts of other items or installations.
11. **Invitation For Bid:** The process by which the County requests information from bidders, including all documents, whether attached or incorporated by reference, used for soliciting bids.
12. **Multi-Year Contracts:** Procurement contracts extending more than one year.
13. **Parent committee:** The Committee established by the Kendall County Board and which is charged with the oversight of the requesting County Department.
14. **Person:** Any individual or group of individuals, business, union, firm, corporation, trustee, partnership association, joint venture, committee, or other entity.
15. **Procurement:** The purchasing, renting, leasing or otherwise acquiring of materials, supplies, equipment, services, construction and construction related services. This includes all functions that pertain to obtaining any material, equipment, supplies, services, construction or construction related services, including description of requirements, selection and solicitation of sources, preparation and award of Contract, and all phases of contract administration. Procurement shall include without limitation the entering into of all contracts or agreements, whether the same are oral or written.
16. **Professional Services.** Those Services requiring special knowledge, education or skill whereby the qualifications of Persons rendering the Services are of primary importance.
17. **Public Works:** All fixed works constructed or demolished by any public body, or paid for wholly or in part out of public funds as defined in the Illinois Prevailing Wage Act. (820 ILCS 130/1 et seq.).
18. **Public Works Contract:** A contract for public works as defined in the Illinois Prevailing Wage Act. (820 ILCS 130/1 et seq.).
19. **Purchase Order:** A contract for the purchase of materials, supplies, equipment, services, construction and construction related services.
20. **Request for Proposals or "RFP":** All documents, whether attached or incorporated by reference, utilized for soliciting proposals.

21. **Responsible Bidder or Offeror:** A person (firm) who has the capability in all respects to perform fully the contract requirements, and the experience, personnel, integrity, reliability, facilities capacity, equipment, acceptable past performance and credit which will assure good faith performance.
22. **Services:** The furnishing of labor, time, or effort by a contractor, not involving the delivery of a specific end product other than reports which are merely incidental to the required performance.
23. **Shall:** Denotes the imperative. For purposes of this Ordinance it directs mandatory action.
24. **Specifications:** Any description of the physical or functional characteristics or of the nature of a good, service, or construction item. It may include a description of any requirement for inspecting, testing, or preparing goods, services or construction projects.
25. **String Purchasing:** For purposes of this ordinance, splitting or stringing purchases is the practice of issuing multiple purchase orders or requests for purchasing like items or services, with the willful intent to circumvent the procurement ordinance's rules and/or bidding requirements.
26. **Used Equipment:** Equipment that: a) Has been in service for at least one-half its commercially reasonable life, or if life is less than 24 months, is at least one year old; or b) Is a floor or demonstration model that is offered at a price at least 25% below current market price; or c) Is otherwise determined by the appropriate County department head on a case by case basis to be a bona fide used item.

PART C – BIDDING PROCESS

1. COMMUNICATION WITH BIDDER/OFFERORS

County Officers and employees shall take care to limit communication with bidders/offerors during the solicitation process so that the integrity of the competitive solicitation process is maintained. All representatives of the County shall avoid any activity that would constitute interference with contract submission and award under the Criminal Code, 720 ILCS 5/33E-6. If it is determined that a bidder/offeror received an unfair advantage from information obtained through prohibited sources or under prohibited circumstances, the solicitation may be canceled, or the bidder/offeror disqualified from participation in that solicitation request.

2. INVITATION FOR BID AND/OR REQUEST FOR PROPOSAL DOCUMENT ADDENDA AND QUESTIONS

Once the invitation for bid/request for proposal has been issued, all questions regarding that document shall be submitted in writing to the Department Head who is responsible for seeking the services/materials. Any and all addenda shall be issued by the Department Head pursuant to any alterations required in the bid document and shall be sent to all bidders. If it is determined that a bidder/offeror received an unfair advantage

from information obtained through other departments or agencies, the invitation for bid or request for proposal may be canceled.

3. BID SECURITY/BONDING REQUIREMENTS

Bid security and bonding shall conform to State law at all times and the following shall be applied unless state law dictates further/alternate bonding requirements:

- a. **Requirement for Bid Security:** Bid security may be required for contracts when provided by statute or when the appropriate County Contracting Authority determines it is in the County's best interests. Bid security shall be a bond provided by a surety company authorized to do business in the State of Illinois, or a certified bank instrument, or otherwise supplied in a form satisfactory to the County. A letter of credit, as defined by state statute, may also be accepted.
- b. **Amount of Bid Security:** Bid security shall be in an amount not to exceed ten percent (10%) of the amount of the bid. Terms of forfeiture shall be expressed in the bid document.
- c. **Contract Performance and Payment Bonds:** When a contract is awarded, the required bonds or security in the amount stated in the bid document shall be delivered to the County and shall become binding on the parties upon the execution of the contract.
- d. **Any Bid or RFP that requires a bid bond shall include a request for a bid bond in the ITB or RFP.**

4. INSURANCE REQUIREMENTS

For all contracts, the contractor and all sub-contractors shall be required to maintain adequate insurance coverage for the duration of the contract. The Department Head who is charged with oversight of the purchasing or bidding shall determine, in consultation with the States Attorney's Office & Administrative Services, the types and amounts of coverage that shall be required. The contractor, and all subcontractors, shall have Kendall County named as an additional insured and furnish the County with satisfactory evidence of said insurance. Further, each insurance policy shall not be cancelled or changed without thirty (30) days prior written notice, given by the insurance carrier to Kendall County and Kendall County shall be designated as the certificate holder.

5. INDEMNIFICATION REQUIREMENTS

For all contracts, the contractor, and all sub-contractors, shall be required to indemnify, hold harmless and defend with counsel of Kendall County's own choosing, Kendall County, its past, present and future elected officials, department heads, employees, insurers, and agents 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 the contractor or sub-contractor of any representations or warranties made within the contract documents (collectively, the "Claims"), to the extent such Claims result from any act or omission, neglect, willful acts, errors, or misconduct of the contractor or subcontractor in its performance under the contract.

For all contracts, the contractor and all sub-contractors shall agree that Kendall County shall not offer indemnification to private corporations, as a unit of local government cannot legally indemnify private third parties.

6. CONTRACTOR RECORD RETENTION

For all contracts, the contractor and all sub-contractors shall be required to maintain records for a minimum of three (3) years from final payment, unless otherwise specified in the solicitation, and to make such records available for inspection by the County upon reasonable terms consistent with state law. For all contracts subject to the Illinois Prevailing Wage Act (820 ILCS 130/0.01 *et seq.*), the contractor and all sub-contractors shall prepare certified payroll affidavits, retain records and make them available as dictated by the Act itself.

7. CONFIDENTIAL INFORMATION

Kendall County does not represent, warrant or guarantee that any information designated by a Person as trade secrets or proprietary property will in fact be so deemed by any Court, and all bidders assume the risk that any and all information contained in a bid or proposal may be subject to disclosure under the Illinois Freedom of Information Act. Kendall County expressly disclaims all liability for such disclosure, regardless of whether such disclosure is required by the Illinois Freedom of Information Act.

PART D – PARENT COMMITTEE & COUNTY BOARD AGENDAS

The department head seeking that a purchase be made under this ordinance shall be responsible for ensuring that the details of the purchase are properly disclosed pursuant to the Open Meetings Act (5 ILCS 120/1 *et seq.*) for inclusion in the appropriate agenda prior to seeking approval by the respective Parent Committee and/or the County Board. Failure to properly post sufficient information to reasonably advise the public of what the public body will be voting upon (including the contracting parties, dollar amounts, time duration and products/services contracted for) in an agenda shall be grounds for denial of the purchase request until such a time as the Open Meetings Act is properly complied with.

PART E – PUBLIC ACCESS TO PROCUREMENT INFORMATION

Procurement information shall be public records subject to the exceptions to disclosure as provided for in the Illinois Freedom of Information Act (5 ILCS 140/1, *et seq.*). Such records shall be available to the public as provided for by Kendall County policies implementing said Act.

PART F – UNAUTHORIZED PURCHASES

An unauthorized purchase occurs when materials, supplies, equipment, services, construction and construction related services or any other expense is charged to Kendall County by a person who has not been given such authority or under circumstances when

this ordinance is applicable and not adhered to. Unauthorized purchases are void, and the County shall not be obligated to pay for unauthorized purchases. The individual making an unauthorized purchase may incur a personal obligation to the vendor or to the County for the expense incurred even though the materials or services are used for County business. In addition, the employee/person(s) responsible may be subject to disciplinary actions or civil/criminal penalties as dictated by law.

ARTICLE II –SOURCE SELECTION AND CONTRACT EXECUTION

PART A – METHODS OF SOURCE SELECTION & PROCUREMENT PROCESS

1. DEPARTMENT LEVEL SMALL PROCUREMENTS (PURCHASES AT OR BELOW \$10,000.00)

- a. A Department Level Procurement involves the purchase of materials, supplies, equipment, services, construction and construction related services in amount at or below \$10,000.00.
- b. Condition of Use: These purchases are limited in frequency related to individual commodities and services. Contract requirements shall not be artificially divided or done in a string purchasing manner so as to constitute a small procurement or evade the competitive procurement requirements for amounts in excess of \$10,000.00.
- c. Authority: The appropriate Department Head, the Coroner, or the Sheriff is authorized to purchase, when the Department Head, the Coroner, or the Sheriff determines it is in the best interest of the County, materials, supplies, equipment, services, construction and construction related services in amount at or below \$10,000.00.
- d. The appropriate Department Head, the Coroner, or the Sheriff is authorized to sign any contract or agreement regarding purchases at this procurement level after receipt of all the contractually required documentation.

2. COUNTY ADMINISTRATOR & ENGINEER APPROVED PROCUREMENTS (PURCHASES BETWEEN \$10,001.00 AND \$29,999.99)

- a. A County Administrator & Engineer Approved Procurement involves the purchase of materials, supplies, equipment, services, construction and construction related services in amount greater than \$10,000.00 but below \$30,000.00. Prior to submission to the County Administrator or Engineer, all such purchasing requests shall be in writing and signed by the appropriate department head or authorized signatory.
- b. Condition of Use: Any County Administrator & Engineer Approved procurement shall be made in accordance with the procedures authorized herein. String Purchasing is forbidden and purchases shall not be artificially divided for purposes of evading the competitive sealed bidding requirement

or avoiding the necessity to procure through a County Board Level procurement process.

- c. **Minimum Quotation Requirements:** The requesting Department shall work with the County Administrator or Engineer to validate/create the specifications for quotations and the method appropriate for quote solicitation. The Department Head shall obtain quotations/proposals from at least three (3) vendors. If it is not feasible to obtain 3 quotes, or a sole source procurement is necessitated, a memorandum must be drafted by the requesting department's head explaining the reasoning and then submitted to the County Administrator or Engineer for review.
- d. **Evaluation Factors:** Evaluation factors which may justify an award to a vendor who has not provided the lowest quotation include, but are not limited to delivery, quantity, and quality requirements and past vendor performance.
- e. **Award:** Except as otherwise provided herein, the County Administrator and Engineer are both authorized to award a contract to the vendor offering the quotation/proposal that meets the specifications and that the County Administrator/Engineer determines is in the best interest of the County. Whenever it is determined that it is in the County's best interest to award a purchase contract to a vendor who did not submit the lowest responsible quotation/proposal, the reason for the determination shall be indicated in a memorandum and retained with the contract. The memorandum must document the appropriateness of the requested procurement process and approval given. Adequate records to document the competition solicited and the award determination made shall be retained with every contract awarded.
- f. The County Administrator or Engineer is authorized to sign any contract or agreement at this procurement level, after receipt of all the contractually required documentation.
- g. Department Heads shall submit a monthly report to their Parent Committee that includes all procurements between \$10,000 and \$30,000.
- h. The Sheriff and the Coroner may approve procurements in amounts greater than \$10,000 but below \$30,000 for their own offices without the prior approval of the County Administrator or Engineer and are authorized to sign any contract or agreement at this procurement level, after receipt of all the contractually required documentation.

3. COUNTY BOARD LEVEL PROCUREMENTS - COMPETITIVE SEALED BIDDING (PURCHASES \$30,000.00 AND ABOVE)

- a. **A County Board Level Procurement involves the purchase of any materials, supplies, equipment, services, construction and construction related services in an amount at or in excess of \$30,000.00. All such procurements shall be submitted to the appropriate Parent Committee for review prior to approval by the Committee and it shall then be presented for any other approvals as defined in the County Board Rules. Thereafter, it shall be submitted to the County Board Chair to seek County Board approval. Prior to submission to the County Board, all purchasing requests shall be signed by the appropriate department head or authorized signatory. Appropriate bidding or memorandum procedures must also be followed.**
- b. **Conditions of Use: Any County Board level procurements (except where otherwise allowed by statute) shall be awarded by competitive sealed bidding except as otherwise provided in Section II(A)(4) through II(A)(10) below, or as provided by State law. String Purchasing is forbidden and purchases shall not be artificially divided for purposes of evading the competitive sealed bidding requirement.**
- c. **Invitation for Bids: An Invitation for Bids shall be issued and include bid instructions, specifications or general descriptions, required contractual terms, and conditions applicable to the procurement.**
- d. **Public Notice: Adequate public notice of the Invitation for Bids shall be given, by the appropriate department head or Administrative Services, within a reasonable time, no less than fourteen (14) calendar days prior to the date set forth therein for the submittal and opening of bids. For bids with a mandatory pre-bid meeting, the public notice must be published at least seven (7) calendar days prior to the meeting date. Such public notice shall be given via the County website and by advertising for bids in a newspaper published within the county or, if no newspaper is published within the county, then a newspaper having general circulation within the county, or as otherwise statutorily required.**

The public notice shall state the project, submittal date, time and location of the bid opening and any other statutory requirements.

- e. **Bid Opening: Bids shall be opened publicly in the presence of one or more witnesses at the time and place designated in the Invitation for Bids. The amount of each bid, and such other relevant information as the solicitor of the bid deems appropriate, together with the name of each bidder shall be recorded.**
- f. **Bid Acceptance and Bid Evaluation: Bids shall be unconditionally accepted without alteration or correction, except as authorized in this Ordinance. The department head, County Engineer, or County Administrator shall evaluate bids for responsiveness based on the requirements set forth in the Invitation**

for Bids. Those criteria that will affect the bid price and be considered in evaluation for award shall be objectively measurable, such as discounts, transportation costs, and total or life cycle costs. The Invitation for Bid shall set forth the evaluation criteria to be used. No evaluation criteria, other than those necessary to determine a Responsible Bidder, may be used unless set forth in the Invitation for Bid. Alternative bids may be considered and accepted only if they are specifically provided for in the Invitation for Bids and meet the evaluation criteria set forth.

- g. Correction or Withdrawal of Bids:**

 - 1. Bids Withdrawn Prior to Opening:** Bids may be withdrawn prior to the bid opening upon written request of the bidder and in accordance with the terms and conditions contained in the Invitation for Bid.
 - 2. Correcting/Modifying Bid prior to opening:** A bidder may modify its bid at any time before the bid opening, if the sealed modification is received in writing before the due date.
 - 3. Clarifications:** The Parent Committee Chair or appropriate department head may obtain clarification and request additional information from any bidder, after opening, if deemed necessary to fully evaluate the bid.
 - 4. Bid Withdrawal after Bid Opening:** No bid may be withdrawn or modified after opening.

- h. Tie Bids:** Should tie bids between equally responsible bidders be received, the award will be made by a coin toss by the appropriate department head, County Administrator, County Engineer or the County Board Chair. The subject tie bidders shall be given the opportunity to witness the coin toss.

- i. Right of Rejection:** Kendall County reserves the right to accept or reject any or all bids/proposals and to waive any technicalities in the document.

- j. Award:** The contract shall be awarded with reasonable promptness by appropriate written notice to the lowest responsible bidder whose bid meets the requirements and criteria set forth in the Invitation to Bid. After the bid is awarded, the requesting County Administrator or Department Head shall issue all notices of awards and notices to proceed. All contractually necessary documentation will be required prior to any notice to proceed.

- k. Contract execution:** All purchases made at this procurement level must be approved in accordance with the Kendall County Board procedures and such contracts must be signed by the Kendall County Board Chair.

4. BOARD LEVEL PROCUREMENTS - REQUEST FOR PROPOSAL

- a. Condition for Use:** In cases where the County seeks to contract for a project or service whose goals, tasks or results are known, but for which the procedure or method of accomplishing same either may not be specified or are otherwise undetermined, a contract may be entered into by use of the Request for Proposal procedure. Reasons for using the Request for Proposal procedure shall be approved by the Parent Committee prior to the commencement of the procedure.
- b. Origination of Request for Proposal:** Proposals shall be solicited through the appropriate Parent Committee with the assistance of the requesting Department and shall include specifications or general descriptions of goals, tasks or results, and any material non-negotiable contractual terms and conditions applicable to the procurement.
- c. Public Notice:** Adequate public notice of the request for proposal shall be given in the same manner as Public Notice for Invitation for Bids.
- d. Evaluation Criteria:** Criteria, including the weight to be given to each factor, must be developed for evaluation of the proposal prior to notice and included in the Request for Proposal.
- e. Receipt of Proposals:** Names of offerors will be acknowledged in the presence of one or more witnesses at the time and place designated in the public notice. Contents of the proposals shall not be disclosed to any of the competition or offerors during the selection or negotiation process. A register of the proposals shall be prepared containing the name of each offeror, and a description sufficient to identify the item offered. The register of proposals shall be open for public inspection only after the contract is awarded subject to exemptions from disclosure under the Freedom of Information Act.
- f. Discussions with Responsible Vendor/Offeror and Revisions to Proposals:** As provided in the Request for Proposals, discussions may be conducted with the responsible vendors/offerors who submitted proposals determined to be reasonably susceptible of being selected for award, for the purpose of clarification to ensure there is full understanding and responsiveness to the solicitation requirements. Venders/Offerors shall be accorded fair and equal treatment with respect to any opportunity for discussion and revision of proposals and such revision may be permitted after submission and prior to award for the purpose of obtaining best and final offers. In conducting discussions, there shall be no disclosure of any information derived from proposals submitted by competing offerors.
- g. Award:** The County Board shall make the award to the responsible vendor/offeror whose proposal conforms to the solicitation and is determined, in writing, to be the most advantageous to the County taking

into consideration price and the evaluation factors set forth in the Request for Proposal. The contract file shall contain the basis on which the award is made.

- h. **Contract execution:** All purchases made at this procurement level must be made in accordance with the Kendall County Board procedures and such contracts must be signed by the Kendall County Board Chair.

5. SOLE SOURCE PROCUREMENT

Notwithstanding the above, a contract that would otherwise be subject to County Administrator and Engineer Approved Procurements as set forth in Article II 2 above or to County Board Level Procurements as set forth in Article II 3 above may be awarded where the County considers only one supplier because that supplier is a sole source. A sole source may exist in situations when materials, supplies, equipment, or services are available from only a single supplier/contractor or when only one supplier/contractor is deemed economically feasible.

If it is determined that sole source procurement must be utilized for a purchase greater than \$10,000.00 but no more than \$30,000.00, the Department Head shall prepare supporting documentation for review by the County Administrator or Engineer for approval. Whenever the County Administrator or Engineer determines that a purchase must be made through sole source procurement, the basis for this determination shall be detailed in writing and retained with the contract.

If it is determined that sole source procurement must be utilized for a purchase greater than \$30,000.00, the Department Head shall prepare supporting documentation for review by the Parent Committee, who shall upon committee approval present the documentation to the County Board for approval. Whenever the County Board determines that a purchase must be made through sole source procurement, the basis for this determination shall be detailed in writing and retained with the contract.

When sole source procurement has been determined to be appropriate, the requesting Department Head shall be tasked with the negotiation of price, delivery and other terms as is appropriate. The contract shall be approved by the County Administrator or Engineer, for purchases greater than \$10,000.00 but no more than \$30,000.00, or by the County Board, for purchases greater than \$30,000.00.

Each Department Head shall maintain a list of all contracts approved by it and then later awarded based upon a sole source determination. Such list shall be submitted to the County Board annually for review.

6. PROCUREMENTS NOT SUITABLE FOR BID

The following types of procurements are not suitable for competitive bidding as defined in 55 ILCS 5/5-1022(c): purchases of used equipment; purchases at auction; purchases from the Federal Government; and purchases of regulated utility services or other services for which a tariff or set rates are published.

Any contracts awarded under this section shall be awarded by the County Board exclusively and shall have no more than a one-year term, without an automatic renewal clause, but must be reviewed annually by the Parent Committee for permissive renewal which may then be approved by the County Board.

7. CONTRACTS FOR LEGAL SERVICES

The Kendall County State's Attorney is statutorily empowered to provide legal services on behalf of the County pursuant to 55 ILCS 5/3-9005. No contract for legal services shall be made without the approval of the Kendall County State's Attorney.

8. CONTRACTS FOR CERTAIN DATA/TELECOMMUNICATION EQUIPMENT

Pursuant to 55 ILCS 5/5-1022(d), the County may let without advertising for bids in the case of purchases and contracts, when individual orders do not exceed \$35,000, for the use, purchase, delivery, movement, or installation of data processing equipment, software, or services and telecommunications and inter-connect equipment, software, and services. Department level and County Administrator and Engineer level purchases of such equipment and services shall be processed as set forth in XXXX, but the upper limit for County Administrator and Engineer Level Procurement shall be \$35,000.00. County Board level purchases of such equipment and services shall be processed as set forth in XXXX, but the lower threshold for County Board level procurement shall be \$35,000.00.

9. EMERGENCY PROCUREMENTS

An emergency, allowing for an emergency procurement, shall be defined as an imminent disruption of essential operations or conditions adversely affecting the safety, health or security of persons or property, where it is impractical to remedy such disruption or conditions through the use of normal competitive bidding procedures.

As has been authorized by 55 ILCS 5/5-1022, in emergency situations, the County Board Chair shall have the authority to waive the bidding and advertising requirements/procedures otherwise set forth in this Ordinance and to effect procurements in excess of the amount otherwise provided in this section and state statutes, pursuant to the following procedures:

- a. For purchasing emergencies in excess of \$10,000.00, the Department Head requiring such purchase shall submit a written and signed request to the County Board Chair and County Administrator in a timely manner, and detail the basis to declare that an emergency purchase is necessary.
- b. Emergency purchases shall be limited to those materials, supplies, equipment, services, construction and construction related services necessary to satisfy the emergency.

- c. The County Board Chair's determination of an emergency existing and the basis relied upon shall be memorialized in writing.
- d. In such emergency situations, the County Board Chair shall be empowered to negotiate and execute contracts without prior approval of the County Board.
- e. Following the negotiating and entry of a contract or other means of emergency purchase, the County Board Chair shall submit the documentation to the Finance Committee and then to the County Board for ratification.
- f. Should the County Board Chair not be available at the time of the emergency, then the County Board Vice Chair shall be authorized to perform the above described functions in his/her place.

10. COOPERATIVE JOINT PURCHASING AUTHORIZED

Subject to applicable state statutes, such as the Governmental Joint Purchasing Act (30 ILCS 525/1 *et seq.*), Kendall County may participate in, sponsor, conduct, or administer a cooperative purchasing agreement for the procurement of goods, services, or construction with one or more governmental procurement units in accordance with an agreement entered into between the participants. Such cooperative purchasing may include, but is not limited to, joint or multi-party contracts between such government units and open-ended state procurement contracts, which are made available to other government procurement units after having been bid by another government procurement unit where required.

When Joint Purchasing is being utilized, Article II (A)(1)-(4) requirements of this Ordinance shall not be applicable. Instead, the requesting department shall follow the statutory requirements of 30 ILCS 525/1 *et seq.*, as well as any other applicable statutes. Such purchases must be approved by the County Board.

11. PROFESSIONAL SERVICES SELECTION PROCESS

There will be circumstances where it will be necessary or advisable for Kendall County to engage the services of independent professionals because of the County's need for such services as determined on a project-specific basis. In such cases, it shall be the goal of the County to negotiate the lowest reasonable fees consistent with obtaining the highest possible quality of service and expertise from the professional service providers. To effect this, the following shall apply:

- a. Types of professional services to be covered include: Engineering, Architects and Land Surveyors. These services require mandatory or essential technical skills provided by accredited professionals or quasi-professionals in connection with a defined assignment, which result in the preparation of a report, specifications or recommendation of a particular

course of action, and may include supervision of an activity (such as construction).

- b. Whenever a project requiring architectural, engineering or land surveying services is proposed for the County, it shall proceed to obtain such services in accordance with the Local Government Professional Services Selection Act (50 ILCS 510/1 *et seq.*), unless it already has an existing satisfactory relationship for such services with one or more firms. The selection of these services is excluded from the standard competitive bidding selection process and shall instead comply with 50 ILCS 510/1 *et seq.*
- c. Providers of these services shall be selected in accordance with the Local Government Professional Services Selection Act (50 ILCS 510/1 *et seq.*) as it may be amended from time to time. As such, professional service providers shall be selected on the basis of their demonstrated competence and expertise relative to the services to be rendered, their qualifications, their willingness to meet time requirements, their firm's workload, their demonstrated or perceived ability to work with County staff and elected officials and/or the reasonableness of the cost of their services.
- d. The engagement of an independent professional service shall be based on a determination by the requesting department head that it is necessary for at least one of the following reasons:
 1. The project requires an independent professional as a condition of Federal, State or local law or regulation, or as a condition of a Federal, State or other grant or intergovernmental agreement;
 2. The project requires specialized expertise or multiple areas of expertise not available from existing staff;
 3. County staff is not available for the project due to present or anticipated workload or other time constraints;
 4. The project requires a limited engagement where it is not cost-effective to hire new full-time staff to provide the necessary services or expertise;
 5. An actual emergency exists where existing staff cannot effectively be deployed or mobilized due to the nature of the occurrence or time constraints.

Such determination by the appropriate department head shall be in writing and kept with the subsequent contracting documents.

- e. Professional Services agreements not expected to exceed \$9,999.99 may be entered into by the requesting Department Head. Professional Services agreements at or above \$10,000.00 and not expected to exceed \$30,000.00 may be entered into by the County Administrator and Engineer. All professional services agreements for amounts over \$30,000.00 shall only be entered into by the Kendall County Board.
- f. The Kendall County Board may enter into Master Agreements for professional services with those firms with which it has a satisfactory relationship. Following the creation and approval of such Master Agreements, any Task Orders to be issued for services covered by the agreement may be entered into as directed by Article II(A)(11)(e) above.
- g. Performance Criteria: Upon completion of each contract over \$25,000, the department involved shall prepare a written evaluation of the consultant's performance. The details of the evaluation shall be consistent with the cost and complexity of such assignments. Administrative Services will maintain a record of such evaluations for the use of all departments when selecting future professional service/consultants. No consultant shall be awarded subsequent contracts unless the using department has submitted a satisfactory evaluation to Administrative Services.

12. COST PLUS PERCENTAGE CONTRACTS

Cost plus percentage of cost (CPPC) contracting shall not be used.

PART B – RESPONSIBILITY OF BIDDERS AND OFFERORS

1. CONSIDERATIONS IN DETERMINING RESPONSIBLE BIDDER/OFFEROR

In determining responsibility of any bidder/offeror, the County may take into account:

- bidder/offeror's financial responsibility;
- experience of the bidder/offeror;
- adequacy of equipment and ability to complete performance within a specific time;
- whether the bidder/offeror is legally qualified to do business with the County;
- the qualities of the articles supplied, their conformity with the specifications, and their suitability to the requirements of the county;
- the availability of support services;
- the uniqueness of the service, materials, equipment, or supplies as it applies to networked, integrated computer systems;
- compatibility to existing equipment; and
- the delivery terms.

2. DECISION TO DECLARE NON RESPONSIBLE

If the County determines a bid is non-responsible, the basis for that determination shall be made in writing and be made part of the contract file.

PART C - CONTRACT ADMINISTRATION

1. CONTRACT ADMINISTRATION

A contract administration system is designed to insure that the contractor is performing in accordance with the terms and conditions of the contract. Contract administration results may be utilized by the Parent Committee Chair(s), Administrative Services and County Board for vendor evaluation. To that end:

- a. It is the using department's responsibility to match contract terms and prices with invoices, and to otherwise monitor compliance with the contract terms. The using department is also responsible to determine the imminent need for, and to begin processing, a change order where appropriate.
- b. Payment must be identified to an existing contract, task order or purchase order.

2. COUNTY PROCUREMENT RECORDS

All determinations and other written records, notes of telephone conversations and notes of other oral conversations pertaining to the solicitation, award and performance of a contract shall be maintained for the County in the procurement records of the respective Department for which the procurement is made.

PART D – AUTHORIZATION, REVIEW AND APPROVAL PROCESS

1. AUTHORIZATION TO INITIATE BIDS OR OTHER SOLICITATIONS

Each Department Head, the Sheriff, the Coroner, and a Parent Committee may initiate bids or other solicitations for any materials, supplies, equipment, services, construction and construction related services for which they deem are necessary.

2. FISCAL RESPONSIBILITY

Prior to the issuance of any purchase order, contract, task order, change order or contract modification, the Department Head shall certify that sufficient budgeted funds are available.

3. LEGAL REVIEW OF CONTRACTS

Prior to award, the Department Head, County Administrator, County Engineer, or County Board Chair may request the State's Attorney's Office to review a contract. This review shall not be required when the form and content of the contract documents have previously been approved by the State's Attorney's Office.

4. MULTI-YEAR CONTRACTS

The County's policy on multi-year contracts includes the following:

- a. All multi-year contracts presented for approval shall contain the total value of the award for the multi-year period in order to determine whether the contract is subject to competitive bidding requirements.
- b. Only the current fiscal year portion shall be encumbered.
- c. All multi-year contracts that exceed a total term of two (2) years must be presented to and approved by the County Board.

5. CONTRACT RENEWALS

Contract Renewal may occur to effectuate a continuation for an additional period under the original terms and conditions of a contract, where the renewal clause is included in the solicitation and the original contract. If the original contract does not include the terms and conditions of a renewal, any continuation of the contract is considered a new contract, which must be re-bid or otherwise newly approved pursuant to the conditions of this ordinance.

The following rules, as well as those that may arise by statute, govern contract renewals:

- a. All contracts that contain an optional renewal clause shall be presented to the appropriate purchasing authority, based on the total dollar value for the initial period of award, as outlined above for approval.
- b. All subsequent requests for contract renewals shall originate from the using department in the form of a written request indicating the desire for the renewal, the subsequent renewal term, and the total dollar value for the renewal period.
- c. The request shall be submitted to the appropriate purchasing authority at least sixty (60) days prior to the expiration date of the current period or sooner if an earlier renewal notice is required by the contract.
- d. The appropriate purchasing authority will submit the necessary correspondence to the contractor in order to execute the renewal.
- e. All renewals shall be for the time period specified in the original contract document or shorter.
- f. All contracts containing renewal clauses that exceed a total term of two (2) years must be presented to and approved by the County Board.

6. CHANGE ORDERS AND CONTRACT MODIFICATIONS

- a. All change orders and contract modifications will be presented in advance to the appropriate County Contracting Authority who authorized the initial contract.
- b. For a contract originally approved through the Department Level Procurement process, if the total purchase amount, including any proposed changes, does not exceed \$10,000.00, the appropriate Department head is authorized to approve the change order/modification. If the total purchase amount, including any proposed changes, will exceed \$10,000.00, the County Administrator or Engineer must approve the change order/modification.
- c. For contract originally approved through the County Administrator or Engineer Level Procurement process, if the total purchase amount, including any proposed changes, does not exceed \$30,000.00, the County Administrator or Engineer is authorized to approve the change order/modification.

- d. For a contract originally approved by the County Board, all change orders/modification shall be approved by the County Board unless the County Board approved a specific process for change orders at the time it approved the original contract.
- e. For any contract originally approved through the Department Level Procurement process or through the County Administrator or Engineer Level Procurement Process, no change order/modification is permitted if the total purchase amount, including any proposed changes, will exceed \$30,000.00.
- f. In accordance with Public Works Contract Change Order Act (50 ILCS 525/5), in the case of Public Works contracts, no change order, including a field condition change order can be made where the total contract value (or subcontract value) is increased to 50% or more of the initial contract price. In such case, the portion contract covered by the change order shall be rebid in the same manner as original contract.
- g. Approval by the County Board is required where County Administrator/Engineer approval was required for the initial contract and the change order materially alters the scope of work to be performed.
- h. In accordance with 720 ILCS 5/33E-9, should a change order, or a series of change orders to any public contract, result in an increase or decrease in contract cost by a total of more than \$10,000.00 or increase or decrease the time of completion by a total of thirty (30) days or more, then prior to the authorization of such change order(s), the appropriate Department Head or Committee Chair must provide a determination in writing that (1) the circumstances said to necessitate the change in performance were not reasonably foreseeable at the time the contract was signed, or (2) the change is germane to the original contract as signed, or (3) the change order is in the best interest of the County and authorized by law. Such written determination and the resulting change order(s) shall then be kept in the contract's file.

ARTICLE III – SPECIFICATIONS

PART A – RESPONSIBILITY FOR SPECIFICATIONS

The Department Head or designee (In general the head of the department utilizing such goods or services) shall prepare, revise, maintain, and monitor specifications for materials, supplies, equipment, services and construction required by the County except that specifications for any public work involving professional engineering shall be prepared by a professional engineer. The Highway Department may prepare specifications for construction and maintenance of highways, bridges, and culverts in accordance with IDOT standards.

Specifications for grant-funded contracts shall include all terms and conditions required by the grant, and it shall be the responsibility of the using department to furnish such

terms and conditions to the purchasing authority (whether it be Department Head/Parent Committee/County Board).

PART B - MAXIMUM PRACTICABLE COMPETITION

All specifications shall be drafted so as to promote overall economy for the purposes intended and encourage competition in satisfying the County's needs, and shall not be unduly restrictive. The policy applies to all specifications including but not limited to, those prepared for the County by architects, engineers, designers and draftsmen.

To that end, when specifications refer to one or more brand name products followed by the words "or equal", submissions will be accepted that contain products with minor differences in design, construction or features, which do not affect the suitability of the product for its intended use.

ARTICLE IV – ETHICS, PROHIBITED INTERESTS, REQUIRED DISCLOSURES & VIOLATIONS

PART A – ETHICS

Any or all actions related to this Purchasing Ordinance shall comply with the Kendall County Ethics Ordinance (Kendall County Ordinance No. 12-18, including any future amendments).

PART B – REQUIRED DISCLOSURES OF CONTRACTORS AND VENDORS

In furtherance of this procurement ordinance's purpose to protect against fraud and favoritism, the following disclosures must be made:

1. Prior to award, every person that is seeking a contractor two (2) or more individual contracts with the county resulting in an aggregate amount at, or in excess of, the amount required for a board level procurement, shall provide to the Finance Committee a written disclosure of all political campaign contributions made by such Person within the current and previous calendar year to any incumbent County Board member or countywide elected official whose office the contract to be awarded will benefit or to any political action committee supporting said Board member or countywide elected official. The Person shall update such disclosure annually during the term of a multi-year contract and prior to any change order or renewal requiring approval by the County Board.
2. All Persons who have obtained or are seeking contracts with the county shall disclose the names and contact information of their lobbyists, agents, representatives, and all other individuals who are or will be having contact with county officers or employees in relation to the contract or bid and shall update such disclosure with any changes that may occur.
3. Any Person that knowingly violates the disclosure requirements set forth in this Section is subject to penalties which may include, but are not limited to, the

Immediate cancellation of the contract and possible disbarment from future county contracts.

PART C - PROHIBITED INTEREST IN CONTRACTS

Prior to award, every contractor, union, or vendor that is seeking a contract with the County shall affirm that no Kendall County officer or elected official has a direct or indirect pecuniary interest in the subject company or the subject contract, or, if any Kendall County officer or elected official does have a direct or indirect pecuniary interest in the company or the contract, that interest, and the procedure followed to effectuate the contract has and will comply with 50 ILCS 105/3.

PART D - VIOLATIONS

Non-conformance with this Ordinance may violate County rules and State of Illinois civil and criminal laws and may result in appropriate legal action, contract cancellation, discipline and/or sanctions.

ADOPTED and APPROVED this ____ day of _____, 2021.

Scott Gryder, County Board Chairman

Attest: _____
Debbie Gillette, County Clerk

Vote total:

Aye: _____

Nay: _____

Abstain: _____

Kendall County Job Description

TITLE: Public Information Officer
DEPARTMENT: Administrative Services
SUPERVISED BY: Deputy Administrator
FLSA STATUS: Exempt
APPROVED: In Process

I. Position Summary

The Public Information Officer (PIO) creates and enables communication in regards to Kendall County with the news media outlets and the general public. The PIO is responsible for ensuring any statements released to the press and public follow Kendall County guidelines, are accurate, and adhere to official policies and laws. The PIO serves as a primary media spokesperson for the County and develops and directs a comprehensive Countywide public information and public relations program. The PIO is proactive and responsive in developing stories and press releases of public interest and in responding to news media and information requests. The selected candidate will collaborate and build strategic partnerships with County leadership, department stakeholders, and other public information staff in order to facilitate the effective execution of the County's information programs.

- *Median Annual Salary: \$59,300*
 - *Top 10% Annual Salary: \$112,260*
 - *Bottom 10% Annual Salary: \$32,840*
- (from USBLS 2017) – see other sources as attachments*

II. Essential Duties and Responsibilities

- Effectively and efficiently communicate critical information to the public.
- Write press releases and prepare information for distribution by media outlets.
- Draft speeches and arrange for interviews for government officials.
- Respond to requests for information from media outlets and the public.
- Write articles, prepare social media posts, create brochures, briefs, fact sheets, and other literature.
- Speak directly to the public or media to represent the County.
- Help maintain and uphold a certain image and identity for government officials.
- Attends County Board meetings, County Board committee meetings, and any other meetings as assigned by the County Administrator.
- Comply with all applicable federal, state and local laws, regulations and ordinances regarding or relating to assigned job duties.
- Travel to and from meetings, training, conferences, County events, and other County office locations to perform assigned job duties.
- Assist the County Administrator in answering FOIAs.
- Develop strategies and procedures for disseminating information and outlining procedures to follow in a crisis.

- M. Maintain good working relationships with media organizations, department heads and the public.**
- N. Collaborate with County Administration and other departments in a confidential manner.**
- O. Work with various teams to organize and host public events and promotions.**
- P. Maintain regular attendance and punctuality.**
- Q. Perform other duties as required or assigned.**

III. Supervisory responsibilities.

This job has no supervisory responsibilities

IV. Qualifications

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

A. Language Skills:

- **Ability to research, create, read, and interpret documents and instructions.**
- **Ability to prepare documents, reports, plans, minutes, agendas, and correspondence.**
- **Ability to listen, understand information and ideas, and speak effectively with the public, employees, outside entities, media personnel, vendors, and the County's department heads and elected officials in both a one-on-one and group settings.**
- **Requires proficiency in the English language, spelling, and grammar.**
- **Ability to express oneself clearly and concisely both orally and in writing.**
- **Strong oral and written presentation skills.**

B. Mathematical Skills:

- **Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals.**
- **Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.**
- **Knowledge of basic accounting principles and practices and office management procedures.**
- **Ability to prepare, revise and interest financial and budgeting spreadsheets and documents.**

C. Reasoning Ability:

- **Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.**
- **Ability to deal with problems involving several concrete variables in standardized situations.**
- **Ability to analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations.**
- **Ability to quickly evaluate situations and draw reasonable conclusions.**
- **Ability to read and interpret construction-related plans and specifications.**

D. Other Skills, Knowledge and Abilities:

- Strong organization skills and attention to detail.
- Excellent prioritization skills and the ability to meet deadlines.
- Social media skills with an ability to stay on top of emerging social media.
- Ability to display a positive, cooperative, professional, and team oriented attitude.
- Ability to remain calm under stressful situations.
- Ability to follow guidance and work independently until project completion.
- Knowledge of office practices, principles of modern record keeping, and setting and maintaining filing systems.
- Ability to maintain flexible work hours, including, but not limited to evenings and weekends, as needed.
- Ability to prepare, revise, work with, and maintain confidential information and trade secrets.
- Ability to be a good team player, adapt to new situations quickly, and influence others to do the same.
- Drive to seminars or attend via Webinar or other electronic means.

E. Education and Experience:

- a. A minimum of a Bachelor's Degree from an accredited college or university is required, with major course work in Journalism, Communication, Marketing, Public Relations, English or Business Degree desired.
- b. A minimum of _____ years' prior professional experience in County Administration, Project Management, Facilities Management or Procurement is required.

F. Certificates, Licenses, and Registrations:

- a. Valid and current Illinois Driver's License;
- b. Ability to pass criminal background screen including fingerprint analysis as required by the Kendall County Sheriff's Office or Judicial departments mandate as this position requires access to secured facilities such as the Kendall County Corrections Center and Judicial Departments for which such criminal background screening is required.

V. Physical Demands

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

- c. Frequently sit for hours at a desk, in meetings, office and/or in a vehicle;
- d. Occasionally lift and/or move up to 50 pounds and frequently lift and/or move up to 10 pounds.
- e. Stand and walk on uneven ground and at development sites;
- f. Use hands to finger, handle, type, write and/or feel;
- g. Reach, push and pull with one and/or both hands and arms;
- h. Bend over at the waist and reach with one and/or both hands and arms;
- i. Climb and balance at various sites;
- j. Stoop, kneel, crouch, and/or crawl;

- k. Talk and hear in person and via use of telephone;
- l. Operate County vehicles and safety equipment;
- m. Specific vision abilities include close and distance vision, depth perception, and ability to view computer monitors and screens; and
- n. Travel independently to various sites, public hearings and other meetings and other locations both within and outside Kendall County, Illinois.

VI. Work Environment

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

- o. Mostly inside environmental conditions, except when outside traveling between various building/locations in Kendall County and the Chicago region to perform assigned job duties.
- p. The noise level in the work environment is usually quiet to moderately quiet.
- q. Employee may be exposed to stressful situations while working with users, law enforcement, department heads, elected officials, vendors, and the general public.
- r. Employee may be required to provide own transportation to travel to and from meetings, training, conferences, etc.
- s. The employee must be able to perform all assigned job duties during normal business hours and outside of normal business hours.
- t. Employee may be exposed to stressful situations while working with elected officials, law enforcement, first responders, medical professionals, and the general public.
- u. 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



COUNTY OF KENDALL, ILLINOIS
SCOTT KOEPEL
COUNTY ADMINISTRATOR
KENDALL COUNTY OFFICE BUILDING
111 WEST FOX STREET, SUITE 316
YORKVILLE, ILLINOIS 60560
630.553.4171

February 25, 2021

TO: Finance Committee

RE: Public Information Officer

ATTACHMENT: Example Job Description

Recent events in Kendall County, including the COVID-19 Pandemic, have shown a need for improved communication with the public. The Public Information Officer (PIO) creates and enables communication regarding Kendall County with the news media outlets and the public. The PIO is responsible for ensuring any statements released to the press and public follow Kendall County guidelines, are accurate, and adhere to official policies and laws.

Administration is recommending a shared position to serve as the PIO for the County Board, Sheriff's Office, Health Department, and Emergency Management Agency. The PIO would be part of the Administrative Services Department. The direct supervisor would be the Deputy County Administrator. However, the PIO would provide support to all the departments and offices listed above.

Administration suggests the following split (\$50,000 salary as an example):

Budget	Amount	% of Salary
Administration	\$ 20,000.00	40%
EMA	\$ 10,000.00	20%
Sheriff	\$ 10,000.00	20%
Health Department	\$ 10,000.00	20%
TOTAL	\$ 50,000.00	

If possible, the initial funding would come from federal COVID-19 relief funding.

new

Public Information Officer - Media Relations

City of Elgin, IL

Elgin, IL

\$55,301 - \$74,109 a year

- Maintains an effective relationship with the media and public by embracing the use of social media, and press notifications to enhance communication,...

6 days ago - [Save job](#) - [More...](#)

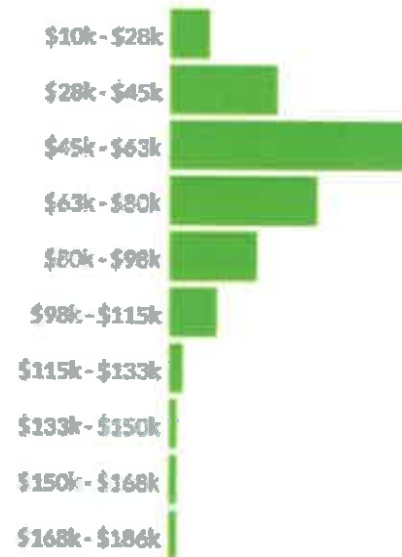
Public Information Officer

Average Salary

\$76,803 /yr

based on 166 payrolls

Number of People By Income





OOH HOME | OCCUPATION FINDER | OOH FAQ | OOH GLOSSARY | A-Z INDEX | OOH SITE MAP

OCCUPATIONAL OUTLOOK HANDBOOK

Occupational Outlook Handbook > Media and Communication >

Public Relations Specialists

Summary | What They Do | Work Environment | How to Become One | Pay | Job Outlook | State & Area

Summary

Quick Facts: Public Relations Specialists	
2019 Median Pay	\$61,150 per year \$29.40 per hour
Typical Entry-Level Education	Bachelor's degree
Work Experience in a Related Occupation	None
On-the-job Training	None
Number of Jobs, 2019	274,600
Job Outlook, 2019-29	7% (Faster than average)
Employment Change, 2019-29	19,700