

**KENDALL COUNTY BOARD AGENDA  
ADJOURNED SEPTEMBER MEETING**

**Kendall County Office Building, Rooms 209 & 210, Yorkville IL 60560**

**Tuesday, June 1, 2021 at 6:00 p.m.**

1. Call to Order
2. Roll Call
3. Determination of a Quorum
4. Approval of Agenda
5. Special Recognition
  - A. Presentation of the 2021 Kendall County Historic Preservation Commission Award in Honor of Howard Manthei
6. Public Comment
7. Consent Agenda
  - A. Approval of County Board Minutes from May 4, 2021
  - B. Standing Committee Minutes Approval
  - C. Approval of Claims in an amount not to exceed \$780,393.27
8. Old Business
9. New Business
10. Elected Official Reports & Other Department Reports
11. Standing Committee Reports
  - A. Finance
    1. Discussion of American Rescue Plan Act Funds
    2. Approval of a 3-Year Contract with Survey Monkey for Apply Pro Site for American Rescue Plan Grant Applications
    3. Approval of Finance & Budget Analyst Job Description
    4. Approval of Updated Kendall County Administrative Services Department Organizational Chart
  - B. Highway
    1. Approval of final just compensation in the amount of \$28,000 for land acquisition by eminent domain in County of Kendall v. Dixit Patel, et al., Kendall County Circuit Court Case No. 20 ED 1
  - C. Animal Control
    1. Approval of Kendall County Animal Control Fees Ordinance
12. Special Committee Reports
13. Other Business
14. Chairman's Report

**Appointments**

James Lee – Morgan Creek Drainage District – 3 year term – Expires April 2024  
Rodney Schobert – Morgan Creek Drainage District – 3 year term – Expires April 2024  
Robert Stewart – Morgan Creek Drainage District – 3 year term – Expires April 2024  
Don Brummel – Rob Roy Drainage District – 3 year term – Expires April 2024  
Ted Schneller – Tax Board of Review (Alternate) - 2 year term – Expires June 2023  
David Zielke – Tax Board of Review – 2 year term – Expires June 2023  
Kurt Muth – Yorkville-Bristol Sanitary District – 3 year term – Expires May 2024

15. Public Comment
16. Questions from the Press
17. Executive Session
18. Adjournment

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

**KENDALL COUNTY BOARD  
ADJOURNED SEPTEMBER MEETING  
May 4, 2021**

STATE OF ILLINOIS     )  
  ) SS  
COUNTY OF KENDALL    )

The Kendall County Board Meeting was held at the Kendall County Office Building 111 W Fox St, in the City of Yorkville on Tuesday, May 4, 2021 at 6:15 p.m. The Clerk called the roll. Members present: Chairman Scott Gryder, Amy Cesich, Brian DeBolt, Elizabeth Flowers, Scott Gengler, Judy Gilmour, Matt Kellogg, Dan Koukol, and Ruben Rodriguez. Member(s) absent: Robyn Vickers.

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

**THE AGENDA**

Member DeBolt moved to approve the agenda. Member Gengler seconded the motion. Chairman Gryder asked for a roll call vote on the motion. All members present voting aye. **Motion carried.**

**SPECIAL RECOGNITION**

**Historic Preservation Month**

Member DeBolt moved to approve the proclamation declaring Historic Preservation Month in Kendall County, Illinois. Member Gengler seconded the motion. Chairman Gryder asked for a roll call vote on the motion. All members present voting aye. **Motion carried.**

A complete copy of IGAM 21-09 is available in the Office of the County Clerk.

**National Military Appreciation Month**

Member Gilmour moved to approve the proclamation designating May as National Military Appreciation Month. Member Kellogg seconded the motion. Chairman Gryder asked for a roll call vote on the motion. All members present voting aye. **Motion carried.**

A complete copy of IGAM 21-10 is available in the Office of the County Clerk.

**Law Enforcement Week**

Member Koukol moved to approve the May 9-15, 2021 as Law Enforcement Week. Member DeBolt seconded the motion. Chairman Gryder asked for a roll call vote on the motion. All members present voting aye. **Motion carried.**

A complete copy of IGAM 21-11 is available in the Office of the County Clerk.

**CONSENT AGENDA**

Member Cesich moved to approve the consent agenda of **A)** county board minutes from April 7, 2021; **B)** standing committee minutes; **C)** claims in an amount not to exceed \$735,378.56; **D)** purchase of four squad cars from Currie Motors in the amount of \$150,292.00; **E)** resolution authorizing application for financial assistance from the Regional Transportation Authority under Section 5310 of the Federal Transit Act. Member Gilmour seconded the motion. Chairman Gryder asked for a roll vote on the motion. All members present voting aye. **Motion carried.**

**C) COMBINED CLAIMS:** ADMIN \$1,115.77; ANML CNTRL WRDN \$438.61; BEHAV HLTH \$378.98; CIR CT CLK \$239.62; CIR CRT JDG \$750.00; COMB CRT SVS \$7,884.98; COMM ACTN SVS \$173,197.78; COMM HLTH SVS \$23,430.37; CONTRCT SVS \$831.04; CORR \$507.64; CNTY BRD \$178,275.55; CNTY CLK \$14,432.55; HIGHWY \$166,927.50; ELCTN \$876.53; EMA DIR \$722.85; EMA \$738.65; ENVIRO HLTH \$1,788.36; FCLT MGMT \$7,738.39; GIS \$2,010.44; JURY \$752.24; PBZ \$1,619.83; PRSD JDGE \$3,034.20; PROB SVS \$122.09; PRGM SUPP \$457.52; ROE\$381.13; SHRF \$36,503.44; ST ATTY \$1,437.50; TECH \$9,905.96; TREAS \$500.00; UTIL \$52,322.59; VET \$1,470.20; FP \$11,414.38; PETIT JRS \$4,254.43; SHF \$14,188.62; SHF \$14,728.82

**E)** A complete copy of Resolution 21-24 is available in the Office of the County Clerk.

**OLD BUSINESS**

**Professional Services Contract with Municode**

Member Gengler moved to approve a Professional Services Contract with Municode for codification of all General Ordinances and the Zoning Ordinance in an amount not to exceed \$20,000. Member Cesich seconded the motion. Chairman Gryder asked for a roll call vote on the motion. All members present voting aye. **Motion carried.**

**STANDING COMMITTEE REPORTS**

**Admin HR**

## Copier Lease

Member Koukol moved to approve a 5 year lease contract with Marco Technologies LLC to provide multi-function copiers. Member Gilmour seconded the motion. Chairman Gryder asked for a roll call vote on the motion. All members present voting aye. **Motion carried.**

## Finance

### Senior Citizen Social Services Levy

Member Kellogg moved to approve the resolution establishing distribution of grants from the 2020 Payable 2021 Senior Citizen Social Services Levy. Member Cesich seconded the motion. Chairman Gryder asked for a roll call vote on the motion. All members present voting aye. **Motion carried.**

A complete copy of Resolution 21-25 is available in the Office of the County Clerk.

### Reimbursable COVID-19

Member Kellogg moved to approve the transfers to special funds for reimbursable COVID-19 CURES expenditures. Member Cesich seconded the motion. Chairman Gryder asked for a roll call vote on the amended motion. All members present voting aye. **Motion carried.**

## Animal Control

### Director Job Description

Member Cesich moved to approve the Animal Control Director Job Description. Member DeBolt seconded the motion. Chairman Gryder asked for a roll call vote on the amended motion. All members present voting aye. **Motion carried.**

### Animal Control Fee Ordinance

Members discussed a fee increase for the rabies tags and the number of staff members employed with Animal Control.

## OTHER BUSINESS

Member Kellogg stated that they are starting to get a little bit of the rules for the American Rescue Plan.

## QUESTIONS FROM THE PRESS

Jim Wyman from WSPY asked if the county has received any money yet from the \$26 million and if the county has a priority list of where they would like the money to go. Mr. Wyman asked if Laura Pawson resigned or terminated, has the search has begun for her replacement and how many animals are at the shelter, does the county have a chip reader and if the salary has been adjusted. What is the cost of the mass vaccination? Is Kendall County going forward with reapportionment?

## ADJOURNMENT

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

Approved and submitted this 17th day of May, 2021.

Respectfully submitted by,  
Debbie Gillette  
Kendall County Clerk

**COUNTY OF KENDALL, ILLINOIS  
BUDGET & FINANCE COMMITTEE  
Meeting Minutes for Thursday, May 13, 2021**

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**Call to Order** – Committee Chair Matt Kellogg called the Budget and Finance Committee to order at 5:02p.m.

**Roll Call**

<b>Attendee</b>	<b>Status</b>	<b>Arrived</b>	<b>Left Meeting</b>
Amy Cesich	Present		
Brian DeBolt	Here		
Scott Gengler	ABSENT		
Scott Gryder	Here		
Matt Kellogg	Yes		

**Others Present** – Latreese Caldwell. Matt Kinsey

**Approval of Agenda** - Member DeBolt made a motion to approve the agenda, second by Member Cesich.

**Roll Call Vote**

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

**With four members present voting aye, the motion carried.**

**Approval of Claims** – Member Cesich made a motion to forward the claims to the County Board for approval, second by Member DeBolt.

**Roll Call Vote**

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

**With four members present voting aye, the motion carried.**

**Items of Business**

- *Approval of Annual Salary Increases for Highway Department Personnel – Ms.*

Caldwell reviewed the 2020 salaries were calculated with the longevity included, and Fran Klaas calculated the 2021 salaries using the 2020 salaries.

Discussion on longevity for this year’s salaries, and longevity not to be included in future salary computation for the Highway Personnel due to their decertification from the union. Mr. Kellogg stated that these increases were included in the budget with contingency. Ms. Caldwell said that she reviewed the County’s 2020 salaries, and in cases where there were equity adjustments there were salary increases from 2.5 percent up to six percent and beyond, and she didn’t think it was out of the ordinary if their supervisor intended to create equity adjustments.

Member Gryder made a motion to approve the proposed salaries for the Highway Personnel, second by Member Cesich.

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

**With four members present voting aye, the motion carried.**

- ***Discussion of the American Rescue Plan Act of 2021*** – Mr. Kellogg said that the first set of guidelines came from the Treasury and the County needs to review the revenues for FY19 and FY20 so Latreese Caldwell can analyze revenue gain or loss.

Discussion on the areas of planning, accountability, non-profit organizations that might not directly receive funding such as the Forest Preserve District and KenCom, and public engagement for community priorities. Eligible expenditure areas and recipients include revenue recovery, individual assistance, business assistance, Economic Development, public facilities and schools, Transportation entities, Infrastructure, Regional collaboration and Not-for Profit assistance.

Mr. Kellogg said that this discussion will continue as the committee receives additional guidelines on how to dispense the funds. The County anticipates receipt of the first tranche in the amount of approximately \$12 million dollars.

**Department Head and Elected Official Reports** – None

**Items from Other Committees** – None

**Public Comment** – None

**Questions from the Media** - None

**Items for the May 18, 2021 County Board Meeting** - *Approval of Claims*

**Items for the June 10, 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 DeBolt seconded the motion.

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

**With four members present voting aye, the meeting was adjourned at 5:29p.m. by a roll call vote of 4-0.**

Respectfully submitted,

Valarie McClain  
Administrative Assistant and Recording Secretary

**COUNTY OF KENDALL, ILLINOIS**  
**Health & Environment Committee**  
**Monday, May 10, 2021**  
**Meeting Minutes**

**CALL TO ORDER**

The meeting was called to order by Chair Robyn Vickers at 8:34a.m.

**ROLL CALL**

Attendee	Status	Arrived	Left Meeting
Robyn Vickers	Here		
Ruben Rodriguez	Here		
Elizabeth Flowers	Present		
Scott Gengler		8:40a.m.	
Judy Gilmour	Here		

**With four members present, a quorum was determined for the conducting of committee business.**

**OTHERS PRESENT:** Matt Asselmeier, PBZ Senior Planner, Alyse Olson, KC Soil & Water District, Aaron Rybski, Environmental Health Director, Health Department, RaeAnn Van Gundy, Executive Director, Health Department

**APPROVAL OF AGENDA** – Member Gilmour made a motion to approve the agenda, second by Member Rodriguez. **With four members present in agreement by roll call vote, the motion carried 4-0.**

**ROLL CALL**

Attendee	Status	Arrived	Left Meeting
Robyn Vickers	Yes		
Ruben Rodriguez	Yes		
Elizabeth Flowers	Aye		
Judy Gilmour	Present		

**With four members present in agreement by roll call vote, the motion carried 4-0.**

**STATUS REPORTS**

- **Board of Health** – Robyn Vickers reported that the Board approved a policy manual for the employees at the last meeting, comparable to the County’s policy, that all employee reviews have been completed, that all staff are back full-time in the office.

- RaeAnn Van Gundy reported the demand for COVID-19 vaccination is slowing down. The Health Department continues to have vaccinations two days per week at the Health Department by appointment.

Ms. VanGundy reported that the department has spent the last year working on the IPlan, certification community health status assessment, local health public assessment and community, the last assessment is the forces of change – the outside social, environment and health factors that affects change or health concerns. From there they select the three priorities for the next five years, and write their IPlan. The next meeting is June 10, 2021 to discuss the new mission statement, the different factors and their new vision statement.

- **Health Department** – Aaron Rybski said that during the quarantine and months of work from home, Environmental Health personnel continued septic work, setting West Nile traps. Most affected, were the food inspections were delayed due to the pandemic’s effect on local restaurants, EH personnel then took an education role by contacting Restaurants to check on how they were doing, they promoted local restaurants offering curbside and delivery service on the Health Department website, and contacted Grocery Stores as well, suggesting special shopping hours for seniors only, extended hours to reduce the number of patrons in the store at any given time, and for the safety of the store employees.

Mr. Rybski said that they have also been busy educating restaurants and stores on the necessity and importance of operating with delivery and curbside pick-up, no indoor dining, and wearing masks for everyone’s safety. Although there was an executive order in place, some restaurants remained open, while others were impacted financially by complying and closing. Environmental Health was able to enforce the Masking Law violations through non-compliance notices through the State’s Attorney’s Office if necessary. The Law is due to expire on June 3, 2021.

Mr. Rybski stated that personnel also took a pro-active role by contacting municipalities, chambers, and local restaurants and stores with any Covid-19 guidance changes and/or updates.

EH personnel also provided support at the Mass Vaccination and weekly Vaccination clinics at the Health Department, delivering care packages to patients that tested positively to the Covid virus, and were on 14-day self-quarantine.

- **Kendall County Soil and Water District** – Alyse Olson reported the annual Fish Sale and the Tree Sale were successful.

Ms. Olson said upcoming events include the week-long Farm Camp at the Dickson-Murst Farm in Montgomery for third through sixth graders from June 21<sup>st</sup> through June 25<sup>th</sup>. The camp will introduce students to the historic and modern methods of farming and farm family life. Activities will include crafts, demonstrations, hands-on learning and ways to get dirt on their boots. Cost is \$150 per student and registration is available through the Conservation Foundation website: [www.theconservationfoundation.org/farmcamp](http://www.theconservationfoundation.org/farmcamp).



The Kendall County Farm and Safety Camp will take place on Tuesday, June 29<sup>th</sup> at Kellogg Farms in Yorkville, and is open to ages 8-12 years. Topics will include farm machinery and safety, livestock and safety, fire safety/first aid, insect/nature safety, a hay rack ride, as well as great food, fun and Ag Olympics. Contact Ariel Beauchamp at [kendallaitc@gmail.com](mailto:kendallaitc@gmail.com) with questions or to register.

- **Water Related Groups** – Mr. Asselmeier reported that the Northwest Water Alliance met recently to discuss the future of Yorkville, Oswego and Montgomery water resource options, Lead solutions and disposal in local homes, sensible Salting, and Covid tracking in the soluble sewage water stream.
- **708 Mental Health Board** – No report

**OLD BUSINESS** – None

**NEW BUSINESS** - None

**CHAIRMAN’S REPORT** – None

**PUBLIC COMMENT** – None

**ITEMS FOR COMMITTEE OF THE WHOLE** – None

**COUNTY BOARD ACTION ITEMS** – None

**EXECUTIVE SESSION** – Not Needed

**ADJOURNMENT** – Member Gilmour made a motion to adjourn the meeting, second by Member Gengler. **With five members present in agreement by roll call vote, the motion carried 5-0, and the meeting ended at 9:24a.m.**

Respectfully Submitted,

Valarie McClain  
Administrative Assistant and Recording Clerk



# Order Form

**Order ID:** Contract-23938  
**SM contracting entity:** SurveyMonkey Inc.  
**FEIN:** 37-1581003

**Date prepared:** May 18, 2021  
**Prepared by:** Rich Fialkoff  
**Offer expires:** June 11, 2021

## Customer Details

<b>Organization name:</b>	<b>Kendall County</b>	<b>Billing contact name:</b>	Matthew Kinsey
Business contact name:	Matthew Kinsey	Billing email:	mkinsey@co.kendall.il.us
Business contact email:	mkinsey@co.kendall.il.us	Billing phone:	6305538881
Business contact phone:	6305538881	Billing address:	811 W John Street, Yorkville, IL, 60560, United States
Business address:	811 W John Street, Yorkville, IL, 60560, United States		

## Order Details

Subscription Start Date:	May 25, 2021	Term (In Months):	36.00
Subscription End Date:	May 24, 2024	Invoice Schedule:	Annual
Currency:	USD	Payment Terms:	Net 30

Product Name	Product Attributes	List Price	Qty	Prod Disc %	Sale Price	Total Product Price
SurveyMonkey Apply Pro Subscription	Annual subscription to SurveyMonkey Apply Pro Site. Includes 1 program, 1000 applicants, unlimited reviewers and unlimited administrators. Includes unlimited technical support and full initial setup for 1 program..Number of Programs:1.Additional Details:With the program add-on below, this site is increased to 3 programs total.	7,000.00	1	10.00	6,300.00	18,900.00
SurveyMonkey Apply Additional Programs	Annual fee for additional SurveyMonkey Apply program(s)..	1,700.00	1	0.00	1,700.00	5,100.00

Sub-total:	24,000.00
Estimated Tax:	0.00
Total:	24,000.00

**Terms**

This Order Form and the products and services ordered hereunder are subject to and form part of the Governing Services Agreement located at <https://www.surveymonkey.com/mp/legal/gsa/> (“GSA”). This Order Form is effective when signed by all parties.


Fees at Renewal: Fees for each renewal term will increase by seven percent (7%) over the immediately preceding term (exclusive of sales tax).

**Signatures**

**CUSTOMER**

Signature: \_\_\_\_\_  
Name: Matthew Kinsey  
Title: Technology Director  
Date signed: \_\_\_\_\_

**SURVEYMONKEY**

Signature:   
Name: Dharti Patel  
Title: Controller  
Date signed: 18-May-21

**Certificate Of Completion**

Envelope Id: 9AD1A32F00C340548B4D3110A4EEAA06	Status: Delivered
Subject: Requesting your E-Signature	
Source Envelope:	
Document Pages: 2	Signatures: 0
Certificate Pages: 4	Initials: 0
AutoNav: Enabled	Envelope Originator:
Envelope Stamping: Enabled	Rich Fialkoff
Time Zone: (UTC-08:00) Pacific Time (US & Canada)	1 Curiosity Way
	San Mateo, CA 94403
	richf@surveymonkey.com
	IP Address: 18.204.70.248

**Record Tracking**

Status: Original	Holder: Rich Fialkoff	Location: DocuSign
5/18/2021 8:29:03 AM	richf@surveymonkey.com	

**Signer Events**

Signature	Timestamp
Matthew Kinsey mkinsey@co.kendall.il.us Technology Director Security Level: Email, Account Authentication (None)	Sent: 5/18/2021 8:29:04 AM Viewed: 5/19/2021 7:20:04 AM
<b>Electronic Record and Signature Disclosure:</b> Accepted: 5/19/2021 7:20:04 AM ID: 9e16b0e0-378a-4400-8203-07d29605d118	

**In Person Signer Events**

Signature

Timestamp

**Editor Delivery Events**

Status

Timestamp

**Agent Delivery Events**

Status

Timestamp

**Intermediary Delivery Events**

Status

Timestamp

**Certified Delivery Events**

Status

Timestamp

**Carbon Copy Events**

Status

Timestamp

**Witness Events**

Signature

Timestamp

**Notary Events**

Signature

Timestamp

**Envelope Summary Events**

Status

Timestamps

Envelope Sent	Hashed/Encrypted	5/18/2021 8:29:04 AM
Certified Delivered	Security Checked	5/19/2021 7:20:04 AM

**Payment Events**

Status

Timestamps

**Electronic Record and Signature Disclosure**

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If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

### **Consequences of changing your mind**

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. To indicate to us that you are changing your mind, you must withdraw your consent using the DocuSign "Withdraw Consent" form on the signing page of your DocuSign account. This will indicate to us that you have withdrawn your consent to receive required notices and disclosures electronically from us and you will no longer be able to use your DocuSign Express user account to receive required notices and consents electronically from us or to sign electronically documents from us.

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Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through your DocuSign user account all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

### **How to contact SurveyMonkey Inc.:**

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: [kerryw@surveymonkey.com](mailto:kerryw@surveymonkey.com)

**To advise SurveyMonkey Inc. of your new e-mail address**

To let us know of a change in your e-mail address where we should send notices and disclosures electronically to you, you must send an email message to us at [kerryw@surveymonkey.com](mailto:kerryw@surveymonkey.com) and in the body of such request you must state: your previous e-mail address, your new e-mail address. We do not require any other information from you to change your email address..

In addition, you must notify DocuSign, Inc to arrange for your new email address to be reflected in your DocuSign account by following the process for changing e-mail in DocuSign.

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To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an e-mail to [kerryw@surveymonkey.com](mailto:kerryw@surveymonkey.com) and in the body of such request you must state your e-mail address, full name, US Postal address, and telephone number. We will bill you for any fees at that time, if any.

**To withdraw your consent with SurveyMonkey Inc.**

To inform us that you no longer want to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your DocuSign account, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an e-mail to [kerryw@surveymonkey.com](mailto:kerryw@surveymonkey.com) and in the body of such request you must state your e-mail, full name, IS Postal Address, telephone number, and account number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

**Required hardware and software**

Operating Systems:	Windows2000 or WindowsXP
Browsers (for SENDERS):	Internet Explorer 6.0 or above
Browsers (for SIGNERS):	Internet Explorer 6.0, Mozilla FireFox 1.0, NetScape 7.2 (or above)
Email:	Access to a valid email account
Screen Resolution:	800 x 600 minimum
Enabled Security Settings:	Allow per session cookies Users accessing the internet behind a Proxy Server must enable HTTP

1.1 settings via proxy connection
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\*\* These minimum requirements are subject to change. If these requirements change, we will provide you with an email message at the email address we have on file for you at that time providing you with the revised hardware and software requirements, at which time you will have the right to withdraw your consent.

**Acknowledging your access and consent to receive materials electronically**

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please verify that you were able to read this electronic disclosure and that you also were able to print on paper or electronically save this page for your future reference and access or that you were able to e-mail this disclosure and consent to an address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format on the terms and conditions described above, please let us know by clicking the "I agree" button below.

By checking the "I Agree" box, I confirm that:

- I can access and read this Electronic CONSENT TO ELECTRONIC RECEIPT OF ELECTRONIC CONSUMER DISCLOSURES document; and
- I can print on paper the disclosure or save or send the disclosure to a place where I can print it, for future reference and access; and
- Until or unless I notify SurveyMonkey Inc. as described above, I consent to receive from exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to me by SurveyMonkey Inc. during the course of my relationship with you.

## Kendall County Job Description

**TITLE:** Finance & Budget Analyst  
**DEPARTMENT:** Administrative Services  
**SUPERVISED BY:** Deputy County Administrator  
**FLSA STATUS:** Non-Exempt  
**APPROVED:** June 1, 2021

**I. Position Summary:**

Under the supervision of the Deputy County Administrator, perform budgeting, financial analysis, administrative, and research functions. Develop and implement the County's Fiscal Recovery Fund (FRF) provided through the American Rescue Plan Act (ARP) of 2021. Manage grant/loan programs including Kendall Area Transit (KAT), FRF, Revolving Loan Fund (RLF) and other county grant/loan programs. Coordinate, manage, and monitor the funding of community growth projects as impacted by COVID 19. Analyze County fiscal operations and evaluate programs and funding requests.

**II. Essential Duties and Responsibilities:**

A. Perform primary duties requiring office or non-manual work directly related to the management or general business operations of the County, particularly in the area of County finance and budgeting from ARP County funds, including, but not limited to the following:

1. Prepare month-end and annual expenditure and revenue reports, financial reports, and budgeted vs. actual reports.
2. Be aware of, and conduct research regarding new issues, methods, and advances in finance and budgeting.
3. Assist Deputy County Administrator by conducting various surveys, research, data analysis, cost-benefit analysis, and expenditure and revenue forecasting.
4. Ensure compliance with new grant awards established using FRFs, including but not limited to completing reporting requirements, submitting progress reports, performing sub-recipient monitoring, and other administrative oversight duties.
5. Assist community with County Grant Applications
6. Execute transactions within the integrated budget, accounting, and purchasing system which may include purchase requisitions, invoicing, contract payment vouchers, budget data entry, appropriate revisions, and salary and budget imports.
7. Develop, organize, and maintain files, documents and materials related to budgetary practices according to County policies.
8. Provide information to departments and elected offices regarding budgets and other requested data.
9. Create financial models and develop automated reporting and forecasting tools to support County decision making.
10. Oversee and manage all financial and reporting aspects of the Kendall County RLF Program.
11. Research and evaluate current and historical financial data.
12. Develop automated reporting and forecasting tools.
13. Produce other financial reports, as requested.

B. Perform primary duties which require the exercise of discretion and independent judgment with respect to matters of significance, and which recommendations are given great weight by the final decision makers, including, but not limited to the following:

1. Assist in developing the County's overall budget, including the ARP budget, to increase efficiency of the County's spending and provide recommendations regarding the budget,



## Kendall County Job Description

- which recommendations are given significant weight by the final decision maker.
2. Assist in creating and developing the revenue manual, ARP manual, budget preparation manual, budget policies and procedures manual, and other documents as needed, and recommend modifications regarding the same, which recommendations are given significant weight by the final decision maker.
  3. Assist in developing long- and short- term budgetary objectives for the County and provide recommendations regarding the same, which recommendations are given significant weight by the final decision maker.
  4. Serve as Program Compliance Oversight Monitor (PCOM) for KAT.
  5. Serve as staff liaison for Finance Committee in absence of Deputy County Administrator.
  6. Advise and consult with the Finance Committee regarding the new issues, methods, trends, and advances in the area of finance and budgeting.
- C. Maintain a comprehensive and current understanding of policies, procedures, codes, and regulations, including all State, Federal, and local laws and regulations relating to finance and budgeting.
- D. Remain current on finance and budget related information, updates, and other professional literature.
- E. Research and stay abreast of on ARP Federal Treasury Guidelines.
- F. Maintain professional affiliations as required.
- G. Attend meetings, conferences, workshops and training sessions as approved or assigned.
- H. Participate in County Board and Committee meetings as requested, both during and after business hours.
- I. Handle confidential matters daily relating to all functions of Administrative Services, the Kendall County Board, and its committees, and maintains confidentiality of said information.
- J. Comply with all applicable federal and state laws and regulations regarding or relating to assigned job duties including, but not limited to the ARP, Illinois Open Meetings Act, the Illinois Freedom of Information Act, and the Illinois Local Records Act.
- K. Comply with all applicable policies and procedures regarding or relating to assigned job duties.
- L. Provide backup support to Administration in preparing agendas and minutes and recording Finance Committee meetings.
- M. Provide backup support to Administration by expediting County mail.
- N. Maintain regular attendance and punctuality.
- O. Perform other duties as assigned.

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

This job has no supervisory responsibilities.

### **IV. Qualifications:**

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

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

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

## Kendall County Job Description

### B. Mathematical Skills:

1. Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
2. Ability to apply advanced college algebra and statistical methods such as frequency distributions, reliability and validity tests, normal curve, analysis of variance, correlation techniques, chi-square application and sampling theory, and factor analysis to issues in public organization and public policy.
3. Ability to interpret an extensive variety of technical instructions in mathematical or diagrammatic form and deal with several abstract and concrete variables.
4. Ability to exercise independent judgment in gathering and analyzing complex data utilizing statistical methods and a cost center analysis.
5. Ability to skillfully perform detailed statistical analysis of budget activities.
6. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
7. Ability to read and understand workplace data, such as forms, tables, graphs, schedules etc.

### C. Reasoning Ability:

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

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

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

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

1. Proficient in accounting software.
2. Thorough understanding of the principles of financial analysis and economics.
3. Thorough understanding of accounting and budgeting principles.
4. Strong organization and multi-tasking skills.
5. Ability to carry out duties with minimal supervision.
6. Ability to research materials and develop reports from information gathered.
7. Ability to maintain confidentiality.
8. Comprehensive understanding of the budget and finance field and application of advanced principles, techniques, and theory.
9. Excellent prioritization skills and the ability to meet deadlines.
10. The ability to display a positive, cooperative, professional, and team-orientated attitude even in stressful situations.
11. The ability to listen, understand information and ideas, and work effectively with county personnel, department heads, and elected officials.
12. Proficient knowledge of MS Word, Excel, Outlook, PowerPoint.
13. Knowledge of office practices, principles of modern record keeping, set and maintaining filing systems.
14. Skills in operating a personal computer, facsimile machine, and copier.

### F. Education and Experience:

## Kendall County Job Description

1. A Bachelor's Degree from an accredited college or university or commensurate experience; preferred areas of study/experience are Finance, Economics, Accounting or related field.
2. Master's Degree, preferred.
3. CPA, preferred.
4. Three (3) years of experience involving analytical research and reporting of complex financial data.

**G. Physical Demands:**

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

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

**V. Work Environment:**

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

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

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

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

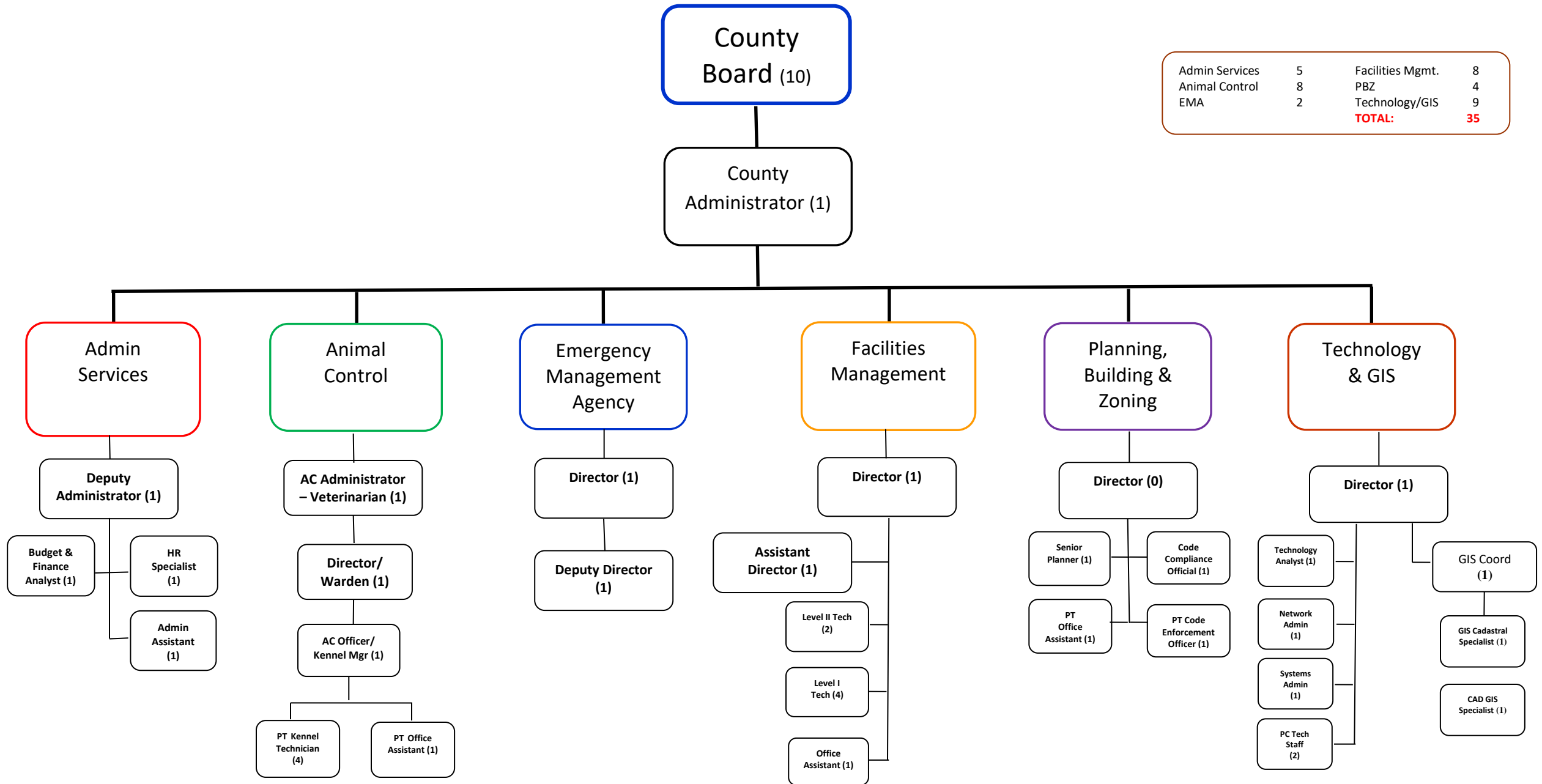
\_\_\_\_\_  
**Date**

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

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

**cc: personnel file, employee**

# KENDALL COUNTY, ILLINOIS ADMINISTRATIVE SERVICES DEPARTMENT ORGANIZATION CHART



**IN THE CIRCUIT COURT FOR THE TWENTY-THIRD JUDICIAL CIRCUIT  
KENDALL COUNTY, ILLINOIS**

COUNTY OF KENDALL, an Illinois Body Politic,	)	
	)	
Plaintiff,	)	
	)	
-vs-	)	Gen. No. 20 ED 1
	)	
DIXIT PATEL, ST. CHARLES BANK & TRUST	)	
COMPANY, UNKNOWN OWNERS &	)	
NON-RECORD CLAIMANTS,	)	
	)	
Defendants.	)	

**STIPULATION FOR ENTRY OF AGREED FINAL JUDGMENT ORDER**

The Plaintiff, COUNTY OF KENDALL (“County”), an Illinois body politic, by its attorney, Eric C. Weis, Kendall County State’s Attorney and Defendant property owner DIXIT PATEL (“Patel”), through his attorney the Law Office of Bryan P. Lynch, P.C., do hereby stipulate and agree that the foregoing cause has been fully compromised and settled, as follows:

1. That the County has authority to exercise the right of eminent domain; that the property sought to be taken herein is subject to the exercise of such right; and that such right is not being improperly exercised in this proceeding.
2. That the parties hereto waive the right to impaneling of a jury for the viewing of the premises and for determination of just compensation and waive their right to appeal.
3. That the parties stipulate and agree that the sum of TWENTY-EIGHT THOUSAND DOLLARS AND ZERO CENTS (\$28,000.00) constitutes the Final Just Compensation to be paid by the County for fee simple title to the subject property legally described in Exhibit “A” hereto and hereinafter defined as the “Parcel”, including Patel’s counter-claim and any and all claims for damages to the remainder property, if any.

4. That the parties hereto agree to the entry of an Agreed Final Judgment Order in conformity with this Stipulation, fixing full and final just compensation for fee simple title to the Parcel described in Exhibit “A” hereto, and setting forth the conditions and provisions of this Stipulation.

5. That because the amount representing the Final Just Compensation is already on deposit with the Kendall County Treasurer, the issue of accrued interest on Final Just Compensation following entry of the Agreed Final Judgment Order is moot.

6. That each party shall bear its own costs and attorneys’ fees.

**AGREED AND STIPULATED:**

**PLAINTIFF, THE COUNTY OF  
KENDALL**

**DEFENDANT, DIXIT PATEL**

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Office of the Kendall County  
State’s Attorney  
Atty. No. 2000  
807 W. John St.  
Yorkville, IL 60560  
(630) 553-4157

**County of Kendall, Illinois**  
**ORDINANCE # 2021-\_\_\_\_\_**

**KENDALL COUNTY ANIMAL CONTROL FEES ORDINANCE**

**WHEREAS** Kendall County has the authority to regulate animals and the possession thereof within the County limits. 510 ILCS 5/24, and

**WHEREAS** in 2019 the General Assembly amended 510 ILCS 5/8 to include, “A veterinarian who inoculates a cat that is a companion animal shall issue an inoculation certificate to the owner which shall comply with any registration requirements adopted by the county under Section 3 of this Act. The owner shall pay any fee imposed by the county under Section 3 of this Act”; and

**WHEREAS** that authority includes the ability to establish fees to support the requirements established by the County and the services provided by the County. *See* 55 ILCS 5/5-1005; 510 ILCS 5/7; 510 ILCS 5/8; 510 ILCS 5/10; and

**NOW, THEREFORE, BE IT ORDAINED** by the County Board of the County of Kendall, State of Illinois that hereafter the following animal control fees are established in Kendall County and shall be collected by the Kendall County Animal Control Department. These fees will then be remitted to the Kendall County Treasurer in accordance with section 7 of the Illinois Animal Control Act (510 ILCS 5/7), unless required otherwise by applicable state statute or regulation.

**Section 1: Rabies Tags.** The following fees shall be imposed on all individuals obtaining rabies vaccination tags for dogs and cats that are companion animals from the Kendall County Animal Control Department:

Rabies Tags Fee for 2021:

- a. One-year tags: \$10 for an altered animal, and \$25 for an intact animal;
- b. Three-year tags: \$25 for an altered animal, and \$60 for an intact animal; and,
- c. Replacement tags: \$5 for a replacement tag, with proof of vaccination.

Rabies Tags Fee for 2022 and future years:

- d. One-year tags: \$12 for an altered dog or cat, and \$27 for an intact dog or cat;
- e. Three-year tags: \$30 for an altered dog or cat, and \$65 for an intact dog or cat; and,
- f. Replacement tags: \$5 for a replacement tag, with proof of vaccination.

**Section 2: Relinquishment Fees.** The following fees shall be imposed on all individuals seeking to relinquish ownership of a dog to the Kendall County Animal Control Department:

- a. \$50 for a dog older than four months;
- b. \$25 for a puppy, four months or younger;
- c. \$50 for a nursing mother with puppies; and,
- d. \$25 for the first puppy in a litter of puppies, four months or younger, and \$5 for each additional puppy in the litter.

**Section 3: Reclaiming Fees.** The following fees shall be imposed on all individuals seeking to reclaim an animal, owned by them, but taken into the custody of Kendall County Animal Control Department, for whatever reason:

- a. *Impoundment fees:* \$45 for a first offense, \$95 for a second offense, and \$125 for each subsequent offense;
- b. *Public Safety Fee:* \$25 fee or the amount required pursuant to Section 8 of the Illinois Animal Control Act (510 ILCS 5/10), whichever is greater. This fee, however, shall be waived for a first offense, but only if (i) the animal has been altered or (ii) the animal is altered within fourteen (14) calendar days after being reclaimed and the owner submits proof thereof to the Kendall County Animal Control Department within a timely manner;
- c. *Boarding fees:* \$12 per day for each calendar day the animal is boarded by the Kendall County Animal Control Department or an authorized agent of Kendall County. A boarding fee will not be charged for the day the animal arrived at Kendall County Animal Control Department (if the animal arrived during the Department's regular business hours), or the following day (if the animal arrived after regular business hours);
- d. *Rabies Vaccination Refundable Deposit:* If an individual seeking to reclaim a dog does not present documentation to verify the dog is current with its rabies vaccination, the individual shall submit a rabies vaccination deposit before the dog may be reclaimed from the Kendall County Animal Control Department. The rabies vaccination deposit may only be refunded if proof of rabies vaccination is received by the Kendall County Animal Control Department within five (5) business days after the dog is reclaimed. The rabies vaccination deposit amount shall be \$40 for a first offense and \$80 for each subsequent offense;



- e. *Spay/Neuter Refundable Deposit:* If an intact animal is impounded by the Kendall County Animal Control Department more than once, the individual seeking to reclaim that animal must submit a \$40 spay/neuter deposit each time the intact animal is impounded after the first offense. No intact, impounded animal shall be released by the Kendall County Animal Control Department prior to receipt of the spay/neuter deposit. The spay/neuter deposit may only be refunded if proof that the animal has been altered is received by the Kendall County Animal Control Department within thirty (30) calendar days after the animal was reclaimed.

No animal will be released to the owner until all fees set forth in Section 3 have been paid in full.

**Section 4: Adoption Fees.** The following fees shall be imposed on all individuals who adopt an animal from Kendall County Animal Control Department:

Animal	Animal Age	Days Available for Adoption at KC Animal Control	Adoption Fee
Puppies	6 months or less	ANY	\$ 135.00
Dogs	more than 6 months	0-59	\$ 120.00
Dogs	more than 6 months	60-89	\$ 60.00
Dogs	more than 6 months	90+	Waive Fee
Kittens	3 months or less	ANY	\$ 95.00
Cats	more than 3 months	0-59	\$ 70.00
Cats	more than 3 months	60-89	\$ 35.00
Cats	more than 3 months	90+	Waive Fee

No adopted animal shall be released by the Kendall County Animal Control Department until the adoption fees are paid in full.

**Section 5: Superseding Prior Ordinances.** Upon its effective date, this Ordinance replaces and supersedes all previous ordinances which establish fees for the specific circumstances identified above.

**Section 6: Effective Date.** This Ordinance and the regulations contained therein shall be in full force and effect on and after the date signed below.

ADOPTED and APPROVED June 1 2021.

Approved:

Attest:

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Scott R. Gryder  
Kendall County Board Chairman

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Debbie Gillette  
Kendall County Clerk