



COUNTY OF KENDALL, ILLINOIS  
COMMITTEE OF THE WHOLE  
Kendall County Historic Courthouse,  
110 W. Madison Street, Yorkville, IL 60560  
Thursday, January 15, 2026, at 4:00 p.m.

1. Call to Order and Pledge of Allegiance
2. Roll Call: Matt Kellogg (Chairman), Scott Gengler (Vice-Chair), Zach Bachmann, Brian DeBolt, Elizabeth Flowers, Dan Koukol, Jason Peterson, Ruben Rodriguez, Brooke Shanley, Seth Wormley
3. Approval of Agenda
4. Approval to Forward Claims to County Board Meeting
5. Committee Reports and Updates
6. New Committee Business
  - A. Motion (Forward to County Board): Kendall Area Transit IL Downstate Operating Assistance (DOAP) Grant Financial Report June 30, 2025 (p. 3)
  - B. Motion (Forward to County Board): Kendall Area Transit Section 5311 Grant Financial Report June 30, 2025 (p. 16)
  - C. Motion (Forward to County Board): Kendall Area Transit Coronavirus Aid, Relief, and Economic Security Act (CARES) Grant Financial Report June 30, 2025 (p. 27)
  - D. Motion (Forward to County Board): Discussion for approval of an on staff mental health practitioner for public safety personnel and internal program development paid in the amount of \$90,000 annually, plus benefits
  - E. Motion (Forward to County Board): Kendall County Social Media Policy (p. 37)
  - F. Motion (Forward to County Board): Agreement Between Kendall County and the Oswegoland Heritage Association on Display of Historic Artifacts in County Office Building Display Cases including an annual contribution to the Oswegoland Heritage Association in the amount of \$3,000 (p. 40)
  - G. Motion (Forward to County Board): An Intergovernmental Agreement for Administrative, Human Resources and Financial Services between Kendall County and the Kendall County Forest Preserve District (p. 44)
  - H. Motion (Forward to County Board): Finance Director Job Description (p. 55)
  - I. Motion (Forward to County Board): Revised Animal Control Office Assistant Job Description (p. 61)
  - J. Motion (Forward to County Board): Revised Kendall County Organizational Chart and Headcount (p. 65)
  - K. Motion (Forward to County Board): Approval of an amendment to the Kendall County Code adding Section 6-2 and Section 6-3 (Rabies inoculation and registration) (p. 67)
  - L. Motion (Forward to County Board): Approval of purchasing Nutanix cluster and licensing utilizing a public purchasing agreement between Presidio and the Illinois Department of Innovation and Technology for \$ \$137,347.42 (p. 74)
  - M. Review of draft Strategic Plan priorities, mission, vision and values (p. 77)

7. Old Committee Business
8. Department Head and Elected Official Reports
9. Questions from the Media
10. Chairman's Report

Appointments

Jennifer Kurka - Board of Health - Remainder of Term - Expires June 2026

Antoinette White – Resource Conservation – Remainder of Term – Expires November 2026

Justine Brummel – Drainage District (Raymond) – Remainder of Term – Expires September 2026

Terri Thompson – Drainage District (Rob Roy) – Remainder of Term – Expires September 2028

Scott Cryder – Lisbon-Seward Fire District – 3 Year Term – Expires January 2029

Christina Burns (Primary) - Upper Illinois River Valley Development Authority – 3 Year Term –  
Expires January 2029

Todd Volker (Alternate) - Upper Illinois River Valley Development Authority – 3 Year Term –  
Expires January 2029

11. Public Comment
12. Action Items for County Board
13. Executive Session
14. Adjournment

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



# Kendall County Agenda Briefing

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**Meeting Type:** Committee of the Whole  
**Meeting Date:** 1/15/2026  
**Subject:** **Kendall Area Transit Audits**  
**Prepared by:** **Jennifer Breault, PCOM**  
**Department:** **Administration**

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**Action Requested:**

Approval of Kendall Area Transit IL Downstate Operating Assistance (DOAP) Grant Financial Report June 30, 2025

Approval of Kendall Area Transit Section 5311 Grant Financial Report June 30, 2025

Approval of Kendall Area Transit Coronavirus Aid, Relief, and Economic Security Act (CARES) Grant Financial Report June 30, 2025

**Board/Committee Review:**

N/A

**Fiscal impact:**

N/A

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**Background and Discussion:**

Kendall County auditor Mack & Associates conducted an audit of the Kendall Area Transit grants for the period from July 1, 2024, to June 30, 2025. The audit concluded that all Kendall Area Transit grants received a clean audit opinion. This indicates that, in the auditor's opinion, the financial reports fairly present, in all material respects, the revenues and expenses in accordance

**Staff Recommendation:**

Approval of Kendall Area Transit IL Downstate Operating Assistance (DOAP) Grant Financial Report June 30, 2025

Approval of Kendall Area Transit Section 5311 Grant Financial Report June 30, 2025

Approval of Kendall Area Transit Coronavirus Aid, Relief, and Economic Security Act (CARES) Grant Financial Report June 30, 2025

**Attachments:**

Audit Documents



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MADISON SCHEEL, CPA  
CHRIS CHRISTENSEN  
JESSIKA MCGARVEY

CERTIFIED PUBLIC ACCOUNTANTS

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December 12, 2025

To the County Board  
Kendall County

We have audited the financial statements of the Section 5311 Grant Agreement, the Illinois Downstate Operating Assistance Program, and the Coronavirus Aid, Relief, and Economic Security Act Program of the County of Kendall for the year ended June 30, 2025. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated August 26, 2025. Professional standards also require that we communicate to you the following information related to our audit.

#### Significant Audit Findings

##### *Qualitative Aspects of Accounting Practices*

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the County of Kendall are described in Note 1 to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during 2025. We noted no transactions entered into by the governmental unit during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

The financial statement disclosures are neutral, consistent, and clear.

##### *Difficulties Encountered in Performing the Audit*

We encountered no significant difficulties in dealing with management in performing and completing our audit.

##### *Corrected and Uncorrected Misstatements*

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements. In addition, none of the misstatements detected as a result of audit procedures and corrected by management were material, either individually or in the aggregate, to each opinion unit's financial statements taken as a whole.

##### *Disagreements with Management*

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

##### *Management Representations*

We have requested certain representations from management that are included in the management representation letter dated December 12, 2025.

*Management Consultations with Other Independent Accountants*

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the governmental unit's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

*Other Audit Findings or Issues*

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the governmental unit's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

This information is intended solely for the use of the Oversight Committee and management of the County of Kendall and is not intended to be, and should not be, used by anyone other than these specified parties.

Sincerely,

*Mack & Associates, P.C.*

Mack & Associates, P.C.  
Certified Public Accountants

**COUNTY OF KENDALL, ILLINOIS  
ILLINOIS DOWNSTATE OPERATING  
ASSISTANCE GRANT  
FINANCIAL REPORT  
June 30, 2025**

**COUNTY OF KENDALL, ILLINOIS**  
Illinois Downstate Operating Assistance Program

Year Ended June 30, 2025  
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CERTIFIED PUBLIC ACCOUNTANTS

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## Independent Auditors' Report

To the Chairman and Members  
of the County Board  
County of Kendall, Illinois

### Report on the Audit of the Financial Statements

#### Opinion

We have audited the accompanying financial statements of the Illinois Downstate Operating Assistance Program Agreement of the County of Kendall, Illinois, (the "County") which is comprised of the annual financial report for the year ended June 30, 2025, and the related notes to the financial statements.

In our opinion, the Illinois Downstate Operating Assistance Program Agreement Annual Financial Report referred to above presents fairly, in all material respects, the revenues and expenses of the Illinois Downstate Operating Assistance Program Agreement of the County of Kendall, Illinois, for the year ended June 30, 2025, in accordance with the financial reporting provisions of the Illinois Department of Transportation Division of Public and Intermodal Transportation as described in Note 1.

#### Basis for Opinion

We conducted our audit in accordance with auditing standards generally accepted in the United States of America (GAAS). Our responsibilities under those standards are further described in the Auditors' Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the Illinois Downstate Operating Assistance Program Agreement of the County of Kendall, Illinois and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

#### Emphasis of Matter - Basis of Accounting

We draw attention to Note 1 of the financial statement, which describes the basis of accounting. The financial statement is prepared on the basis of the financial reporting provisions of the Illinois Department of Transportation Division of Public and Intermodal Transportation, which is a basis of accounting other than accounting principles generally accepted in the United States of America. Our opinion is not modified with respect to that matter.

## **Responsibility of Management for the Financial Statements**

Management is responsible for the preparation and fair presentation of these financial statements in accordance with the modified cash basis of accounting as described in Note 1; this includes determining that the modified cash basis of accounting is an acceptable basis for the preparation of the financial statements in the circumstances. Management is also responsible for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

## **Auditors' Responsibility for the Audit of the Financial Statements**

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS will always detect a material misstatement when it exists.

The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with GAAS, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Illinois Downstate Operating Assistance Program Agreement of the County of Kendall, Illinois' internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Illinois Downstate Operating Assistance Program Agreement of the County of Kendall, Illinois' ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

### **Restriction of Use**

This report is intended solely for the information and use of the County Board and management of Kendall County, Illinois and for filing with the State of Illinois, Department of Transportation Division of Public and Intermodal Transportation, and is not intended to be and should not be used by anyone other than those specified parties.

*Mack & Associates, P.C.*

Mack & Associates, P.C.  
Certified Public Accountants

Morris, Illinois  
December 12, 2025



**Audited Schedule of revenues and Expenses under DOWNSSTATE OPERATING ASSISTANCE Grant OP- 25 -21-IL  
for the Year Ended June 30, 2025**

County

County of Kendall

**Operating Revenues and Income**

Line Item	Operating Revenues	Total
4111	Passenger fares for transit services	\$48,070.00
4112	Organization Paid Fares	
4120	Park-And-Ride Parking Revenue	
4130	Non-Public Transportation Revenue	
4140	Auxiliary Revenue	
4150	Other Transportation Revenues	
4160	Revenues Accrued Through a Purchased Transportation Agreement	
4170	Subsidy from other sectors of operations	
4180	Extraordinary and Special Items	
4190	Total Recoveries	
4400	State Government Funds	
4500	Federal Funds	\$456,983.00
4610	Contributed Services	
	Other:	
	<b>Total Operating Revenues</b>	<b>\$505,053.00</b>

**Operating Expenses**

Line Item	Operating Expenses	Total
5010	Labor	\$15,000.00
5015	Fringe benefits	
5020	Services	
5030	Materials & supplies consumed	
5040	Utilities	
5050	Casualty & liability	
5060	Taxes	
5090	Miscellaneous expense	
5100	Purchased Transportation Expenses	\$1,923,109.51
5210	Interest expense	
5220	Leases, rentals, and purchase-lease payments	
	Other:	
	<b>Total Operating Expenses</b>	<b>\$1,938,109.51</b>

Ineligible Expenses:	
APTA and IPTA dues (The portion of the dues for lobbying)	
Other:	
Less Total Ineligible Expenses	
<b>Total Eligible Operating Expenses</b>	<b>\$1,938,109.51</b>

<b>Total Eligible Operating Expenses</b>	<b>\$1,938,109.51</b>
<b>Total Operating Revenue &amp; Income</b>	<b>\$505,053.00</b>
<b>Deficit</b>	<b>\$1,433,056.51</b>
<b>65% of Eligible Expense</b>	<b>\$1,259,771.18</b>
<b>Maximum Contract Amount</b>	<b>\$1,500,000.00</b>
<b>FY 25 Eligible Downstate Operating Assistance (Deficit, 65% of eligible expense, or maximum contract amount, whichever is less)</b>	<b>\$1,259,771.18</b>
<b>FY 25 Downstate Operating Assistance Received (prior to close of fiscal year)</b>	<b>\$1,063,239.47</b>
<b>FY 25 Downstate Operating Assistance Receivable (at close of fiscal year and subsequently received)</b>	<b>\$196,531.71</b>
<b>FY 25 Downstate Operating Assistance (Over) Under Paid</b>	<b>\$0.00</b>

Prepared By	Title
Justin Dooley	Finance Director
Reviewed By/PCOM	Date
Jennifer Breault	10/17/25
Reviewed by Authorized Representative	Date
CPA Approval	Date
Tawnya R. Mack, CPA	12/12/25

**COUNTY OF KENDALL, ILLINOIS**  
Illinois Downstate Operating Assistance Program

Year Ended June 30, 2025  
Notes to Financial Statements

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**NOTE 1: Summary of Significant Accounting Policies**

The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. The most significant of the County of Kendall's (the "County") accounting policies are described below.

**A. Basis of Presentation**

The financial statement presents a comparison between direct expenditures and program revenues for the Illinois Downstate Operating Assistance Program. Direct expenditures are those that are specifically associated with these programs. Program revenues include grants that are restricted to meeting the operational or capital requirements of the programs, and interest earned on grants that is required to be used to support the program.

**B. Measurement Focus and Basis of Accounting**

The financial statement is prepared using the accrual basis of accounting. This means that all revenues earned and expenditures incurred are reported in the financial statement. The Schedule of Revenue and Expenses is a reporting format in accordance with provisions of the grant agreement between the Illinois Department of Transportation and Kendall County, Illinois. Such financial information includes only the revenues and expenses as promulgated within the format of the prescribed form.

**NOTE 2: Grant Agreements**

*Downstate Operating Assistance Grant*

This agreement is made by and between the State of Illinois (the "State"), acting by and through the Illinois Department of Transportation, Division of Public and Intermodal Transportation (the "Department"), and the County.

Whereas, the County proposes to provide public transportation services in a downstate area of Illinois (the "Project");

Whereas, the County has made application to the Department under Article II of the Illinois Downstate Public Transportation Act, (30 ILCS 740/2-1 et seq., (the "Act"); the Department's implementing regulations there under (92 Illinois Administrative Code Part 653, (the "Rules")) and the forms included in the Department's current "Downstate Public Transportation Operating Assistance Program" (the "Standard Forms"); and the Department has approved the County's application and has certified to the Illinois Department of Revenue the County's boundaries and its eligibility to participate under the Act;

**COUNTY OF KENDALL, ILLINOIS**  
Illinois Downstate Operating Assistance Program

Year Ended June 30, 2025  
Notes to Financial Statements

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**NOTE 2: Grant Agreements (Continued)**

*Downstate Operating Assistance Grant (Continued)*

Now therefore, in consideration of the mutual covenants set forth herein, this Agreement is made to provide state operating assistance funds to the County and set forth the terms and conditions of such assistance.

Definitions as used in this Agreement

- A. "AICPA" means the American Institute of Certified Public Accountants.
- B. "FTA" means the Federal Transit Administration of the United States Department of Transportation. Any reference in any law, map, regulation, document, paper, or other record of the United States to the Urban Mass Transportation Administration shall be deemed a reference to the Federal Transit Administration.
- C. "OMB" means the U.S. Office of Management and Budget.

Project Scope

The County agrees to provide the public transportation services described in its final approved application and program proposed expenditures ("POPE") approved by the Department, and in accordance with the Act, the Rules, the Standard Forms and all other applicable laws and regulations. The County shall not reduce, terminate, or substantially change such public transportation services or increase fares without prior written notification to the Department.

Project Budget

Under the Act, the Department enters into this Grant Agreement to implement the County's approved program of expenditures, within the following condition:

The County shall be paid under this agreement sixty-five percent (65%) of the County's eligible operating expenses incurred during fiscal year 2025, up to the corresponding identical or minimally different appropriation amount provided by Public Act 97-0731, as per 30 ILCS 740/2- 7(b-10) and 30 ILCS 740/2-3(d), as long as there are sufficient funds transferred into the Downstate Public Transportation Fund (30 ILCS 740/2-7(b)), and provided that the amount paid under this Agreement together with any operating assistance received by the County from any other state or local agency for fiscal year 2024 does not exceed the County's actual operating deficit for that year.

The Department has approved and agrees to make a grant in the maximum amount of \$1,500,000 (federal and state funds), subject to the limitations set forth above, the Act and the Rules.

**COUNTY OF KENDALL, ILLINOIS**  
Illinois Downstate Operating Assistance Program

Year Ended June 30, 2025  
Notes to Financial Statements

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**NOTE 2: Grant Agreements (Continued)**

*Downstate Operating Assistance Grant (Continued)*

Project Budget (Continued)

In the event that the County receives an amount in excess of the amount provided to be paid to the County, or the combined state and local operating assistance grants for fiscal year 2025 exceed the County's actual operating deficit for that year, the County agrees to remit to the State any excess funds received.

For purposes of this Agreement, the term "operating deficit" shall have the following meaning set forth in Section 2-2.03 of the Act (3NN0 ILCS 740/2-2.03): "the amount by which eligible operating expenses exceed revenue from fares, reduced fare reimbursements, rental of properties, advertising, and any other amounts collected and received by a provider of public transportation, which, under standard accounting practices, are properly classified as operating revenue or operating income attributable to providing public transportation and revenue from any federal financial assistance received by the participant to defray operating expenses or deficits. For purposes of determining operating deficits, local effort from local taxes or its equivalent shall not be included as operating revenue or operating income."

The County agrees to commit the necessary local funding to cover costs incurred in providing public transportation which are not reimbursed under this Agreement or by other federal, state or local assistance programs.

**NOTE 3: Contingencies**

Grant Revenues

The County Downstate Operating Assistance Grant Program is created from funding from a state grant which is governed by various rules and regulations of the grantor agencies. Costs charged to the respective grant program are subject to audit and adjustment by the granting agencies. Any disallowed claims resulting from such audits could become a liability of the County. In the opinion of the County, any such disallowed claims will not have a material adverse effect on the overall financial position of the County.

**NOTE 4: Subsequent Events**

Grant Revenues

As of June 30, 2025, the County was due the fourth quarter grant requests for state fiscal year 2025. The County was due a total of \$196,532, which was received in July and August of 2025.

**COUNTY OF KENDALL, ILLINOIS**  
**SECTION 5311 GRANT**  
**FINANCIAL REPORT**  
**June 30, 2025**

**COUNTY OF KENDALL, ILLINOIS**  
Section 5311 Grant

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Year Ended June 30, 2025

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CERTIFIED PUBLIC ACCOUNTANTS

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## **Independent Auditors' Report**

To the Chairman and Members  
of the County Board  
County of Kendall, Illinois

### **Report on the Audit of the Financial Statements**

#### **Opinion**

We have audited the accompanying financial statements of the Section 5311 Grant Agreement of the County of Kendall, Illinois, (the "County") which is comprised of the annual financial report for the year ended June 30, 2025, and the related notes to the financial statements.

In our opinion, the Section 5311 Grant Agreement Annual Financial Report referred to above presents fairly, in all material respects, the revenues and expenses of the Section 5311 Grant Agreement of the County of Kendall, Illinois, for the year ended June 30, 2025, in accordance with the financial reporting provisions of the Illinois Department of Transportation Division of Public and Intermodal Transportation as described in Note 1.

#### **Basis for Opinion**

We conducted our audit in accordance with auditing standards generally accepted in the United States of America (GAAS). Our responsibilities under those standards are further described in the Auditors' Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the Section 5311 Grant Agreement of the County of Kendall, Illinois and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

#### **Emphasis of Matter - Basis of Accounting**

We draw attention to Note 1 of the financial statement, which describes the basis of accounting. The financial statement is prepared on the basis of the financial reporting provisions of the Illinois Department of Transportation Division of Public and Intermodal Transportation, which is a basis of accounting other than accounting principles generally accepted in the United States of America. Our opinion is not modified with respect to that matter.

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- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Section 5311 Operating Assistance Grant Agreement of the County of Kendall, Illinois' internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Section 5311 Operating Assistance Grant Agreement of the County of Kendall, Illinois' ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

### **Restriction of Use**

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*Mack & Associates, P.C.*

Mack & Associates, P.C.  
Certified Public Accountants

Morris, Illinois  
December 12, 2025



**Audited Schedule Revenues & Expenses**  
**5311**

Required Audited Schedule of Revenues and Expenses under the 5311 Operating Assistance Grant OP- 25 -21-FED  
Operating Period July 1, 2024 to June 30, 2025

County

County of Kendall

**Revenue**

Line Item	Description	Total
4111	Passenger Fares/ Donations	\$48,070.00
4112	Special Transit Fares	
4130	Charter Service	
4140	Auxiliary Transportation	
4150	Non-Transportation Revenue	
4610	Contributed Services	
	Municipalities	
	Other	
	<b>Total Revenue</b>	<b>\$48,070.00</b>
	Less: Non-5311 Operating Revenues	
	<b>Section 5311 Operating Revenue</b>	<b>\$48,070.00</b>

**Expenses**

Line Item	Eligible Expenses	Actual Administrative Expenses	Actual Operating Expenses	Total
5010	Labor	\$15,000.00		\$15,000.00
5015	Fringe Benefits			
5020	Services			
5031	Fuel and Oil			
5032	Tires and Tubes			
5039	Other Materials			
5040	Utilities			
5050	Casualty and Liability			
5060	Taxes			
5100	Purchase of Service		\$1,923,109.51	\$1,923,109.51
5090	Miscellaneous			
5210	Interest Expense			
5220	Lease and Rentals			
	Other			
	<b>Total Expenses</b>	<b>\$15,000.00</b>	<b>\$1,923,109.51</b>	<b>\$1,938,109.51</b>

**Expenses**

	<b>Administrative Expenses</b>	<b>Operating Expenses</b>	<b>Total</b>	
1) Expenses: Per Single Audit	\$15,000.00	\$1,923,109.51	\$1,938,109.51	
2) Less: Ineligible Expenses per Single Audit				
3) Net Eligible Expenses ((1)-(2))	\$15,000.00	\$1,923,109.51	\$1,938,109.51	
4) Less: Section 5311 Operating Revenues		\$48,070.00	\$48,070.00	
5) Section 5311 Operating Deficit ((3)-(4))		\$1,875,039.51		
6) Section 5311 Deficit ((3)-(4))			\$1,890,039.51	
7) Section 5311 Reimbursement %	x 80%	x 50%		<b>Grant Total</b>
A) Eligible Reimbursement Per Percentages	\$12,000.00	\$937,519.76		\$949,519.76
B) Funding Limits Per Contract				\$64,193.00
C) Maximum Section 5311 Reimbursement: (Lesser of Totals for (A) or (B))				\$64,193.00
D) Less: IDOT Payments-Section 5311 Reimbursement to Grantee				\$64,193.00
E) Amount (Over) Under Paid ((C)-(D))				\$0.00
F) Grantee Local Match Requirement (Operating Deficit-(C))			\$1,825,846.51	

<b>Grantee Match Sources</b>	<b>Amounts</b>
Downstate Operating Grant	\$1,259,771.18
Local Contracts	\$566,075.33
In-Kind Services, Subsidies, Donations	
<b>Total Local Match (Must equal (F))</b>	<b>\$1,825,846.51</b>
<b>Local Transit Funds Retained (Carry Forward Account) Beginning Carry Forward (C.F.A.) Balance</b>	<b>\$0.00</b>
FY Local Transit (Local Contracts) Amounts Received	\$566,075.33
Less expended for Capital \$	\$292,965.67
Operating \$	\$292,965.67
<b>ENDING CARRY FORWARD (C.F.A.) BALANCE</b>	<b>\$273,109.66</b>

I certify that the revenues and costs claimed for reimbursement are adequately supported and the approved cost allocation plan (if applicable) has been followed as provided in the project budget.

Prepared By  Title

Reviewed By/PCOM  Date  CPA Approval  Date

**COUNTY OF KENDALL, ILLINOIS**  
Section 5311 Grant

Notes to Financial Statements  
Year Ended June 30, 2025

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**NOTE 1: Summary of Significant Accounting Policies**

The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. The most significant of the County of Kendall's (the "County") accounting policies are described below.

**A. Basis of Presentation**

The financial statement presents a comparison between direct expenditures and program revenues for the Section 5311 Grant. Direct expenditures are those that are specifically associated with these programs. Program revenues include grants that are restricted to meeting the operational or capital requirements of the programs, and interest earned on grants that is required to be used to support the program.

**B. Measurement Focus and Basis of Accounting**

The financial statement is prepared using the accrual basis of accounting. This means that all revenues earned and expenditures incurred are reported in the financial statement. The Schedule of Revenue and Expenses is a reporting format in accordance with provisions of the grant agreement between the Illinois Department of Transportation and County of Kendall, Illinois. Such financial information includes only the revenues and expenses as promulgated within the format of the prescribed form.

**NOTE 2: Grant Agreements**

*Section 5311 Grant*

This agreement is made by and between the State of Illinois (the "State"), acting by and through the Illinois Department of Transportation, Division of Public and Intermodal Transportation (the "Department"), and the County.

Whereas, the County proposes to provide public transportation services in non-urbanized area of downstate Illinois (the "Project"); and

Whereas, the Department has applied under Section 5311 of the Federal Transit Act, as amended (49 U.S.C. Section 5311), to the Federal Transit Administration (the "FTA") for federal operating, capital, and administrative assistance for this Project; and

Whereas, the Department's application has been approved by the FTA; and

Whereas, the County represents that is an eligible recipient and has made application to the Department for a public transportation grant under the provisions of Illinois Compiled Statutes 20 ILCS 2705/49, et seq. and 30 ILCS 740/1 et seq. (the "Acts"), and

**COUNTY OF KENDALL, ILLINOIS**  
Section 5311 Grant

Notes to Financial Statements  
Year Ended June 30, 2025

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**NOTE 2: Grant Agreements (Continued)**

*Section 5311 Grant (Continued)*

Whereas, the County's final application, including subsequent submittals, information, and documentation, as provided by the County in support thereof, has been approved by the Department.

In consideration of the mutual covenants, the parties agree that the above recitals are made a part of this Agreement, that this Agreement is made to provide federal financial assistance (the "Grant") to the County, to set forth the terms and conditions upon which the Grant will be made available, and to set forth the agreement of the Parties as to the manner in which the Project will be undertaken, used, and completed. The parties further agree as follows:

Definitions as used in this Agreement

- A. "AICPA" means the American Institute of Certified Public Accountants.
- B. "Contractor" or "Third Party Contractor" means or refers to vendor or contractor retained by the County in connection with the performance of the Project, and paid or financed, in whole or in part, with funds received by the County in connection with this agreement.
- C. "FHWA" means the Federal Highway Administration of the United States Department of Transportation.
- D. "FTA" means the Federal Transit Administration of the United States Department of Transportation. Any reference in any law, map, regulation, document, paper, or other record of the United States to the Urban Mass Transportation Administration shall be deemed a reference to the Federal Transit Administration.
- E. "Government" means both the government of the United States of America and/or State of Illinois.
- F. "Non-Metro", "Non-Urbanized" refers synonymously to any area outside an urbanized area with a population of less than 50,000 inhabitants, as defined by the U.S. Bureau of the Census.
- G. "OMB" means the U.S. Office of Management and Budget
- H. "Project" means the mass transportation project for which grant funds are to be used by the County pursuant to this Agreement, as described in the County's final approved application.

**COUNTY OF KENDALL, ILLINOIS**  
Section 5311 Grant

Notes to Financial Statements  
Year Ended June 30, 2025

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**NOTE 2: Grant Agreements (Continued)**

*Section 5311 Grant (Continued)*

Definitions as used in this Agreement (Continued)

- I. "Project Costs" means the sum of eligible costs incurred in performing the work on the Project, including work done by the County, less proceeds from sale of scrap and replaced assets.
- J. "Project Facilities" means any asset, including but not limited to fixed facilities, rolling stock, equipment, real property, and office furniture, purchased with funds paid to the County pursuant this Agreement.
- K. "Section 5311" (formerly known as "Section 18") refers to the "Formula Grant Program for Areas Other than Urbanized Areas" section of the Federal Transit Act of 1992, as amended. See 49 U.S.C. Section 5311. "Section 5311" may also include subsection 5311(f) involving "Intercity Bus Transportation." See 49 U.S.C. Section 5311(f).
- L. "U.S. DOT" means United States Department of Transportation.

The Project

The County agrees to provide, or cause to be provided through its contractor(s), the public transportation services described in the County's final approved application, program of proposed expenditures ("POPE"), and the service plan on file at the Department's offices and subsequent submittals, information, and documentation, provided by the County in support thereof, all as approved by Department representatives. The County's application and service plan are incorporated into this Agreement.

Amount of Grant

Pursuant to 49 USC 5311, the Department will fund up to 50% of eligible operating deficit and up to 80% of eligible administration expenses incurred by the County (and/or County's contractor) during state fiscal year 2025 (the "fiscal year") to reimburse the County for the provision of public transportation and intercity bus service, as approved by the Department for the Project, up to the amount as stated in the Approved Project Budget ("Federal Funds"). The maximum amount of Federal Funds for the Project under this agreement is \$64,193. The method for determining the intercity bus portion of the project shall be in accordance with the Department's guidelines, as from time to time adopted.

In no event shall the Department's funding participation under this Agreement exceed the total Department Grant available for the Project.

COUNTY OF KENDALL, ILLINOIS  
Section 5311 Grant

Notes to Financial Statements  
Year Ended June 30, 2025

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**NOTE 2: Grant Agreements (Continued)**

*Section 5311 Grant (Continued)*

Amount of Grant (Continued)

The County agrees that it will provide, or cause to be provided, from sources other than from this Agreement, sufficient funds in an amount, when combined with the funds received from the Government pursuant to this Agreement, shall equal 100% of the total Project Cost.

The County further understands that the Department shall not make a grant which, when combined with federal funds or funds from any other source, is in excess of 100% of the Project Cost. In the event payment or reimbursement by the Department results in receipt by the County from all sources a total amount in excess of 100% of the Project Costs, the Department does not waive its right to require the County to promptly refund any excess funds provided under this Agreement. The determination of any refund due to the Department will be made after project close out and completion of an audit.

The Project Budget

The County shall carry out the Project and shall incur obligations against and make disbursements of Project Funds only in conformity with the latest Approved Project Budget. Budget line items may be adjusted by the County with prior notification of the Department. However, any amendment to the Approved Project Budget should be in accordance with the provisions of ITEM 35. No liability shall be incurred by the State in excess of the aforementioned amounts of the Grant.

**NOTE 3: Contingencies**

Grant Revenues

The County 5311 Grant Program is created from funding from a federal grant which is governed by various rules and regulations of the grantor agencies. Costs charged to the respective grant program are subject to audit and adjustment by the granting agencies. Any disallowed claims resulting from such audits could become a liability of the County. In the opinion of the County, any such disallowed claims will not have a material adverse effect on the overall financial position of the County.

**NOTE 4: Subsequent Events**

Grant Revenues

As of June 30, 2025, the County was due \$211 from the Illinois Department of Transportation for the Section 5311 Grant.

**COUNTY OF KENDALL, ILLINOIS**  
**CORONAVIRUS AID, RELIEF, AND ECONOMIC**  
**SECURITY ACT GRANT**  
**FINANCIAL REPORT**  
**June 30, 2025**

**COUNTY OF KENDALL, ILLINOIS**  
Coronavirus Aid, Relief, and Economic Security Act Program

Year Ended June 30, 2025  
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CERTIFIED PUBLIC ACCOUNTANTS

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## Independent Auditors' Report

To the Chairman and Members  
of the County Board  
County of Kendall, Illinois

### Report on the Audit of the Financial Statements

#### Opinion

We have audited the accompanying financial statements of the Coronavirus Aid, Relief, and Economic Security Act Program Agreement of the County of Kendall, Illinois, (the "County") which is comprised of the annual financial report for the year ended June 30, 2025, and the related notes to the financial statements.

In our opinion, the Coronavirus Aid, Relief, and Economic Security Act Program Agreement Annual Financial Report referred to above presents fairly, in all material respects, the revenues and expenses of the Coronavirus Aid, Relief, and Economic Security Act Program Agreement of the County of Kendall, Illinois, for the year ended June 30, 2025, in accordance with the financial reporting provisions of the Illinois Department of Transportation Division of Public and Intermodal Transportation as described in Note 1.

#### Basis for Opinion

We conducted our audit in accordance with auditing standards generally accepted in the United States of America (GAAS). Our responsibilities under those standards are further described in the Auditors' Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the Coronavirus Aid, Relief, and Economic Security Act Program Agreement of the County of Kendall, Illinois and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

#### Emphasis of Matter - Basis of Accounting

We draw attention to Note 1 of the financial statement, which describes the basis of accounting. The financial statement is prepared on the basis of the financial reporting provisions of the Illinois Department of Transportation Division of Public and Intermodal Transportation, which is a basis of accounting other than accounting principles generally accepted in the United States of America. Our opinion is not modified with respect to that matter.

## **Responsibility of Management for the Financial Statements**

Management is responsible for the preparation and fair presentation of these financial statements in accordance with the modified cash basis of accounting as described in Note 1; this includes determining that the modified cash basis of accounting is an acceptable basis for the preparation of the financial statements in the circumstances. Management is also responsible for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

## **Auditors' Responsibility for the Audit of the Financial Statements**

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS will always detect a material misstatement when it exists.

The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with GAAS, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Coronavirus Aid, Relief, and Economic Security Act Program Agreement of the County of Kendall, Illinois' internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Coronavirus Aid, Relief, and Economic Security Act Program Agreement of the County of Kendall, Illinois' ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

**Restriction of Use**

This report is intended solely for the information and use of the County Board and management of Kendall County, Illinois and for filing with the State of Illinois, Department of Transportation Division of Public and Intermodal Transportation, and is not intended to be and should not be used by anyone other than those specified parties.

*Mack & Associates, P.C.*

Mack & Associates, P.C.  
Certified Public Accountants

Morris, Illinois  
December 12, 2025



**Required Audited Schedule of Revenues and Expenses under the CARES Act Grant OP-21-21-CARE**

**Operating Period January 20, 2022 to June 30, 2025 .**

County

County of Kendall

**Expenses**

Line Item	Eligible Expenses	Actual Operating Expenses	Total
5010	Labor		
5015	Fringe Benefits		
5020	Services		
5031	Fuel and Oil		
5032	Tires and Tubes		
5039	Other Materials		
5040	Utilities		
5050	Casualty and Liability		
5060	Taxes		
5100	Purchase of Service	\$378,067.00	\$378,067.00
5090	Miscellaneous		
5910	ADA Expenses		
5210	Interest Expense		
5220	Lease and Rentals		
	Other:		
	<b>Total Expenses</b>	<b>\$378,067.00</b>	<b>\$378,067.00</b>

**Expenses**

	Operating Expenses	Total	
1) Expenses: Per Single Audit	\$378,067.00	\$378,067.00	
2) Less: Ineligible Expenses per Single Audit			
3) Net Eligible Expenses ((1)-(2))	\$378,067.00	\$378,067.00	
4) Less: CARES Operating Revenue			
5) CARES Operating Deficit ((3)-(4))	\$378,067.00		
6) CARES Deficit ((3)-(4))		\$378,067.00	
7) CARES Reimbursement %	x 100%		<b>Grant Total</b>
A) Eligible Reimbursement Per Percentages	\$378,067.00		\$378,067.00
B) Funding Limits Per Contract			\$378,067.01
C) Maximum Section CARES Reimbursement: (Lesser of Totals for (A) or (B))		\$0.00	\$378,067.00
D) Less: IDOT Payments-Section CARES Reimbursement to Grantee			\$378,067.00
E) Amount (Over) Under Paid ((C)-(D))			\$0.00
F) Grantee Local Match Requirement (Operating Deficit-(C))		\$0.00	

Grantee Match Sources		Amounts	
Downstate Operating Grant			
Local Contracts			
In-Kind Services, Subsidies, Donations			
<b>Total Local Match (Must equal (F))</b>			
<b>Local Transit Funds Retained (Carry Forward Account) Beginning Carry Forward (C.F.A.) Balance</b>			
FY Local Transit (Local Contracts) Amounts Received			
Less expended for Capital \$		Operating \$	
<b>ENDING CARRY FORWARD (C.F.A.) BALANCE</b>			

I certify that the revenues and costs claimed for reimbursement are adequately supported and the approved cost allocation plan (if applicable) has been followed as provided in the project budget.

Prepared By	Title
Justin Dooley	Finance Director

Reviewed By/PCOM	Date	CPA Approval	Date
Jennifer Breault	10/17/25	Tawnya R. Mack, CPA	12/12/25

**COUNTY OF KENDALL, ILLINOIS**  
Coronavirus Aid, Relief, and Economic Security Act Program

Year Ended June 30, 2025  
Notes to Financial Statements

---

**NOTE 1: Summary of Significant Accounting Policies**

The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. The most significant of the County of Kendall's (the "County") accounting policies are described below.

**A. Basis of Presentation**

The financial statement presents a comparison between direct expenditures and program revenues for the Coronavirus Aid, Relief, and Economic Security Act Program. Direct expenditures are those that are specifically associated with these programs. Program revenues include grants that are restricted to meeting the operational or capital requirements of the programs, and interest earned on grants that is required to be used to support the program.

**B. Measurement Focus and Basis of Accounting**

The financial statement is prepared using the accrual basis of accounting. This means that all revenues earned and expenditures incurred are reported in the financial statement. The Schedule of Revenue and Expenses is a reporting format in accordance with provisions of the grant agreement between the Illinois Department of Transportation and Kendall County, Illinois. Such financial information includes only the revenues and expenses as promulgated within the format of the prescribed form.

**NOTE 2: Grant Agreements**

*Coronavirus Aid, Relief, and Economic Security Act Grant*

The Agreement is made by and between the Illinois Department of Transportation, Division of Public and Intermodal Transportation (the "State"), and the County of Kendall (the "County").

The County proposes to provide public transportation services in a Non-urbanized area of Illinois (the "project"), as described in the County's final approved application.

The State has applied under Section 5311 of the Federal Transit Act, as amended (49 U.S.C. Section 5311), to the Federal Transit Administration (FTA) for federal operating, capital and administrative assistance for this Project.

The State's application has been approved by the FTA, and the County represents that it is an eligible recipient and has made application to the State for a public transportation grant under the provisions of Illinois Compiled Statutes 20 ILCS 2705/49, et seq. and 30 ILCS 740/1 et seq. (the "Acts"), and the County's final application, including subsequent submittals, information, and documentation, as provided by the County in support thereof, has been approved by the State.

**COUNTY OF KENDALL, ILLINOIS**  
Coronavirus Aid, Relief, and Economic Security Act Program

Year Ended June 30, 2025  
Notes to Financial Statements

---

**NOTE 2: Grant Agreements (Continued)**

*Coronavirus Aid, Relief, and Economic Security Act Grant (Continued)*

In consideration of the mutual covenants, the parties agree that the above recitals are made a part of this Agreement, that this Agreement is made to provide federal financial assistance (the "Grant") to the County, to set forth the terms and conditions upon which the Grant will be made available, and to set forth the agreement of the Parties as to the manner in which the Project will be undertaken, used, and completed.

Definitions as used in this Agreement

- A. "AICPA" means the American Institute of Certified Public Accountants.
- B. "FTA" means the Federal Transit Administration of the United States Department of Transportation. Any reference in any law, map, regulation, document, paper, or other record of the United States to the Urban Mass Transportation Administration shall be deemed a reference to the Federal Transit Administration.
- C. "OMB" means the U.S. Office of Management and Budget.

Project Scope

The County agrees to provide, or cause to be provided through its contractor(s), the public transportation services described in the County's final approved application, and the service plan on file at the State's offices and subsequent submittals, information, and documentation, provided by the County in support thereof, all as approved by State representatives. The County's application and service plan are incorporated into this Agreement.

Project Budget

The State will fund up to 100% of eligible operating deficit incurred by the County during the Term to reimburse the County for the provision of public transportation and intercity bus service, as approved by the State for the Project, up to the amount as stated in the Uniform Budget. The method for determining the intercity bus portion of the project shall be in accordance with the Department's guidelines, as from time to time adopted.

In no event shall the State's funding participation under this Agreement exceed the total State Grant available for the Project. The maximum amount of operating and administrative assistance for the Project under this Agreement is \$378,067.

**COUNTY OF KENDALL, ILLINOIS**  
Coronavirus Aid, Relief, and Economic Security Act Program

Year Ended June 30, 2025  
Notes to Financial Statements

---

**NOTE 2: Grant Agreements (Continued)**

*Coronavirus Aid, Relief, and Economic Security Act Grant (Continued)*

Project Budget (Continued)

The County further understands that the State shall not make a grant which, when combined with federal funds or funds from any other source, is in excess of 100% of the Project Cost. In the event payment or reimbursement by the State results in receipt by the County from all sources a total amount in excess of 100% of the Project Costs, the State does not waive its right to require the County to promptly refund any excess funds provided under this Agreement. The determination of any refund due to the State will be made after project close-out and completion of an audit.

The County shall carry out the Project and shall incur obligations against and make disbursements of Project funds only in conformity with the Uniform Budget. Budget line items may be adjusted by the County with prior notification of the Department. However, any amendment to the Uniform Budget should be in accordance with the provisions of Article VI and Article XXVI, Section 26.5 of this agreement. No liability shall be incurred by the State in excess of the aforementioned amounts of the Grant.

**NOTE 3: Contingencies**

Grant Revenues

The Coronavirus Aid, Relief, and Economic Security Act grant program is created from funding from a state grant which is governed by various rules and regulations of the grantor agencies. Costs charged to the respective grant program are subject to audit and adjustment by the granting agencies. Any disallowed claims resulting from such audits could become a liability of the County. In the opinion of the County, any such disallowed claims will not have a material adverse effect on the overall financial position of the County.

**NOTE 4: Subsequent Events**

Grant Revenues

As of June 30, 2025, the County was due \$0 from the Illinois Department of Transportation for the Coronavirus Aid, Relief, and Economic Security Act Grant.



## Kendall County Agenda Briefing

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**Meeting Type:** Committee of the Whole  
**Meeting Date:** 1/15/2026  
**Subject:** Kendall County Social Media Policy  
**Prepared by:** Natalia Borowska, Management Analyst  
**Department:** Administration

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**Action Requested:**

Approval of the Kendall County social media policy.

**Board/Committee Review:**

N/A

**Fiscal impact:**

N/A

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**Background and Discussion:**

Social media is a key tool for sharing timely information, engaging residents, and promoting County programs and services. Establishing a social media policy is a best practice that helps balance First Amendment rights with the need to maintain an effective social media platform. The Administration Department developed a social media policy to support responsible account management and consistent practices. This policy will help ensure County social media remains an effective and reliable resource for the community.

**Staff Recommendation:**

Staff is seeking the Committee's approval of the proposed social media policy.

**Attachments:**

Kendall County Social Media Policy

## **Kendall County Social Media Policy**

### **Purpose**

Kendall County maintains official social media accounts to share accurate, timely information with residents; promote County services, programs, and events; highlight County achievements; and foster transparent, respectful communication between the County and the public. This policy outlines the standards for managing content, engagement, and public interaction across the County's Instagram, Facebook, and LinkedIn platforms.

### **Account Management**

The Administration Department is responsible for managing Kendall County social media accounts that fall under the County Board jurisdiction.

### **Limited Public Forum**

Kendall County's social media accounts are limited public forums as that term is defined by federal law. The County does not make its social media accounts available for general public discourse, but rather reserves and limits the topics that may be discussed on the social media accounts.

### **Content Standards**

All content posted on Kendall County's social media must be:

- Accurate and verified
- Professional and Nonpartisan
- Clear and Accessible
- Timely and Relevant

### **Prohibited Content**

County posts may not include:

- Political advocacy, endorsements, or campaign-related content.
- Personal opinions.
- Content that violates state or federal laws, including HIPPA or FOIA restrictions.
- Profanity, discriminatory language, or offensive imagery.
- Commercial endorsements, unless part of an approved economic development program.

### **Public Interaction & Comment Moderation**

Kendall County encourages open dialogue. Public comments will not be edited or removed except as permitted by law and this policy. The County may delete comments that:

- Contain threats, harassment, or hate speech.
- Promote, foster, or perpetuates discrimination on the basis of race, creed, color, age, religion, gender, marital status, status with regard to public assistance, national origin, physical or mental disability, or sexual orientation.
- Include obscenity or vulgar language.
- Advertise commercial products, services, or events unrelated to County business.
- Include personal information (e.g., addresses, phone numbers, medical details).
- Incite illegal activity.

- Violate a legal ownership interest of any other party including trade secrets (information regarding the development of systems, processes, products and technology), internal reports, policies, procedures and confidential communications.
- Are unrelated to the subject matter of the corresponding post.

The County will retain removed comments in accordance with public records laws.

#### **Direct Messaging**

- Kendall County will not respond to direct messages sent via social media. When possible, direct messaging capabilities to Kendall County's social media pages will be disabled.

#### **Accessibility**

When possible, and as technology allows, staff will make every effort to ensure that photos and videos posted to social media accounts are accessible to all, including those with visual and auditory impairments, by using available alt text, closed captioning, or other assistive features.

#### **Children's Online Privacy Protection ACT**

By posting on the County's social media accounts, users acknowledge that they are at least 13 years old.



## Kendall County Agenda Briefing

---

**Meeting Type:** Committee of the Whole

**Meeting Date:** 1/15/2026

**Subject:** Agreement Between Kendall County and the Oswegoland Heritage Association On Display of Historic Artifacts in County Office Building Display Cases including an annual contribution to the Oswegoland Heritage Association in the amount of \$3,000

**Prepared by:** Natalia Borowska, Management Analyst

**Department:** Administration

---

**Action Requested:**

Forwarding of the agreement between Kendall County and the Oswegoland Heritage Association to the next Kendall County Board meeting.

**Board/Committee Review:**

N/A

**Fiscal impact:**

\$3,000

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**Background and Discussion:**

This ordinance authorizes an agreement between Kendall County and the Oswegoland Heritage Association to display historic artifacts in the display cases of the newly-renovated County Office Building. The agreement supports Kendall County's broader efforts to promote civic engagement and highlight local history while partnering with a trusted local historical organization.

**Staff Recommendation:**

Staff is seeking for the agreement to be forwarded to the next Kendall County Board meeting.

**Attachments:**

Agreement Between Kendall County and the Oswegoland Heritage Association on Display of Historic Artifacts in County Office Building Display Cases

**AGREEMENT BETWEEN KENDALL COUNTY AND THE OSWEGOLAND  
HERITAGE ASSOCIATION ON DISPLAY OF HISTORIC ARTIFACTS IN COUNTY  
OFFICE BUILDING DISPLAY CASES**

This Historical Display Agreement (“*the Agreement*”) is by and between the County of Kendall, Illinois (“*Kendall County*”) and the Oswegoland Heritage Association (“*Association*”) of Oswego, Illinois.

**WITNESSETH:**

**WHEREAS**, Kendall County desires to feature local historical artifacts in the display cases of the Kendall County Office Building, located at 504 S. Main Street Yorkville, Illinois, to highlight Kendall County’s rich history; and

**WHEREAS**, the Oswegoland Heritage Association serves as an archive of local history and maintains historic artifacts that reflect and interpret Kendall County’s historical heritage.

**NOW, THEREFORE**, in consideration of the mutual covenants hereafter set forth, the Parties agree as follows:

1. **AGREEMENT.** The Association agrees to provide historical artifacts and related display items for use in the County Office Building’s display cases. The Display materials will highlight local, regional, or national history relevant to Kendall County.
  
2. **OBLIGATIONS OF THE OSWEGOLAND HERITAGE ASSOCIATION.** The Association agrees to:
  - a. Curate and supply appropriate display materials for each rotation;
  - b. Coordinate delivery, installation, and removal of display materials with the County;
  - c. Ensure that all display materials are suitable for public display and are owned by the Association or otherwise authorized for use;
  - d. Notify the County of any special handling or environmental requirements for the display materials.
  
3. **OBLIGATIONS OF KENDALL COUNTY.** The County agrees to:
  - a. Provide two secure, publicly accessible display cases within the 2<sup>nd</sup> floor of the County Office Building;
  - b. Take reasonable care to protect the display materials from damage, theft, or vandalism while on display;
  - c. Coordinate access to the building for installation and removal of display materials;
  - d. Credit the Association as the source of the display materials;

- e. Promptly notify the Association of any damages, loss, or concerns involving the display materials.
4. **OWNERSHIP.** All display materials shall remain the sole property of the Association. The County shall not alter, restore, or modify any display materials without the Association's authorization. The County shall exercise reasonable care in safeguarding the display materials. All display materials shall be returned to the Association in their original condition.
  5. **LOSS & DAMAGES.** The County shall not be responsible for loss or damage to display materials caused by events beyond its reasonable control, including but not limited to fire, flood, or other acts of God, except to the extent caused by County negligence.
  6. **INDEMNIFICATION.** To the extent permitted by law, the Association agrees to indemnify, defend, and hold harmless Kendall County, its officers, officials, employees, and agents from and against any and all claims, demands, damages, losses, liabilities, costs, and expenses, including reasonable attorney fees, arising out of or resulting from the Association's acts or omissions in connection with this Agreement.
  7. **DURATION.** This agreement shall become effective on the date of the last signature below and shall remain in effect until the end of the year in which this agreement is signed.
    - a. Either party may terminate this Agreement for any reason upon ninety (90) days' written notice to the other party.
    - b. Upon termination, all display materials shall be promptly returned to the Association.
  8. **COMPENSATION.** This Agreement is entered into with the understanding that the Association will be compensated in the sum of \$3,000 for their services. Installments will be made on a quarterly basis, or as otherwise agreed to between parties.
  9. **AUTHORITY.** This Agreement shall be governed by and construed in accordance with the laws of the State of Illinois.
  10. **AMENDMENTS.** This Agreement constitutes the entire understanding between the parties regarding the subject matter herein and may be amended by written documentation signed by both parties.
  11. **VALID SIGNATURES.** Kendall County and the Oswegoland Heritage Association each hereby warrant and represent that their respective signatures set forth below have been, and are on the date of this Agreement, duly authorized by all necessary and appropriate corporate and/or governmental action to execute this Agreement.

**IN WITNESS WHEREOF**, the parties hereto have caused this Agreement to be executed by their duly authorized officers on this 20<sup>th</sup> day of January, 2026.

**County of Kendall, Illinois**

**Oswegoland Heritage Association**

By: \_\_\_\_\_  
Chair, Kendall County Board

By: \_\_\_\_\_  
President, Oswegoland Heritage  
Association

*Attest:*

*Attest:*

\_\_\_\_\_  
County Clerk

\_\_\_\_\_  
Secretary



# Kendall County Agenda Briefing

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**Meeting Type:** Committee of the Whole  
**Meeting Date:** 1/15/2026  
**Subject:** Forest Preserve IGA  
**Prepared by:** Christina Burns, County Administrator  
**Department:** Administration

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**Action Requested:**

Approval of an intergovernmental agreement for administrative, human resources and financial services (Forward to County Board)

**Board/Committee Review:**

NA

**Fiscal impact:**

The agreement provides for \$40,000 in payment for HR services and \$7,000 in revenue for financial services paid by the Forest Preserve to the General Fund.

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**Background and Discussion:**

The County currently has in place an intergovernmental agreement with the Kendall County Forest Preserve District to provide IT and financial support services. The updated agreement now includes human resources services to enhance the support provided to the Forest Preserve District. Additionally, the IGA previously designated the Deputy County Administrator as the individual providing financial services. The revised stipend provides for general financial services, allowing for more redundancy within the finance staff to provide support to the District.

The District previously contributed \$6,120 for financial services. The revised agreement provides \$40,000 for human resources and \$7,000 for financial services. Staff will evaluate actual workload over the coming year and revisit the contribution to ensure it reflects the actual required staff time to provide services to the District.

**Staff Recommendation:**

Approval of an Intergovernmental Agreement for Administrative, Human Resources and Financial Services

**Attachments:**

Draft IGA

**INTERGOVERNMENTAL AGREEMENT FOR  
ADMINISTRATIVE, HUMAN RESOURCES, AND FINANCIAL SERVICES**

**THIS INTERGOVERNMENTAL AGREEMENT** (*“the Agreement”*) is by and between the County of Kendall, Illinois (*“Kendall County”*) and the Kendall County Forest Preserve District (*“Forest Preserve”*), both units of local government of the State of Illinois.

**WITNESSETH:**

**WHEREAS**, the Constitution of the State of Illinois of 1970, Article VII, Section 10, provides that units of local government may contract or otherwise associate among themselves to obtain or share services and to exercise, combine, or transfer any power or function in any manner not prohibited by law or by ordinance and may use their credit, revenues, and other resources to pay costs related to intergovernmental activities; and other resources to pay costs related to intergovernmental activities; and

**WHEREAS**, Kendall County and the Forest Preserve (the *“Parties”*) are units of local government within the meaning of Article VII, Section 1 of the Illinois Constitution of the 1970 who are authorized to enter into intergovernmental agreements pursuant to the Intergovernmental Cooperation Act, 5 ILCS 220/1 *et seq.*; and

**WHEREAS**, the Intergovernmental Cooperation Act, 5 ILCS 220/1 *et seq.*, provides that public agencies may participate in an intergovernmental agreement under this Act notwithstanding the absence of specific authority under the State law to perform the service involved, provided that the contracting units of local government have authority to perform the service; and

**WHEREAS**, on October 15, 2024, the Parties entered into an Intergovernmental Agreement for Administrative and Financial Services (*“Original Agreement”*); and

**WHEREAS**, the Parties wish to amend and replace the Original Agreement in its entirety with this Intergovernmental Agreement for Administrative, Human Resources, and Financial Services (“Agreement”) wherein Kendall County shall continue to provide various administrative services and financial services for the Forest Preserve and shall begin providing human resources services for the Forest Preserve; and

**NOW, THEREFORE**, in consideration of the premises and the mutual covenants hereafter set forth, the Parties agree as follows:

1. The foregoing preambles are hereby incorporated into this Agreement as if fully restated in this paragraph 1.
2. The Original Agreement between the Parties is hereby revoked and replaced in its entirety with this Agreement.
3. **OBLIGATIONS OF KENDALL COUNTY.** Kendall County agrees to provide the following administrative, human resources, and financial services to the Forest Preserve (hereinafter collectively referred to as “administrative services”), including:
  - a. Kendall County will continue to provide information, technology, and communication services including:
    - i. Providing the Forest Preserve’s internet service and technology support for the Forest Preserve’s networked computers, multi-function copiers, and office telephones. This shall permit the Forest Preserve to receive updates to Kendall County software applications and databases to remain compatible with various databases utilized by Kendall County for the purpose of communications, expense vouchers, budgets, and other

administrative purposes. Kendall County's internal technical staff will provide technology assistance within their capabilities.

- ii. Providing purchasing, maintenance, and troubleshooting assistance for the Forest Preserve's networked multi-function copiers, computers, and other electronic devices, provided Kendall County is reimbursed for all the Forest Preserve's purchasing costs.
  - iii. Providing the Forest Preserve with subscriptions to Kendall County's Office 365 platform for as long as Kendall County maintains the Office 365 platform, provided the Forest Preserve reimburses Kendall County for the cost of all the Forest Preserve's subscriptions to Kendall County's Office 365 platform.
  - iv. Continue to supply toner (ink) and paper to the Forest Preserve's multi-function copiers that are acquired through Technology's purchasing program, provided Kendall County is reimbursed for the cost of all the Forest Preserve's toner (ink) and paper.
- b. Kendall County will continue to permit the Forest Preserve employees to maintain coverage under Kendall County's health, dental, vision, life insurance plans, and other employee benefits policies that are offered to Kendall County employees, provided Kendall County is reimbursed for all the Forest Preserve's employee benefit costs.
- i. Kendall County will continue to prepare and maintain records regarding the Forest Preserve and its employees' coverage under Kendall County's applicable health, dental, vision, and life insurance policies.

- c. Perform special facilities, technology, human resources, and/or other administrative service projects as requested by the Forest Preserve's Board of Commissioners and approved by the Kendall County Board.
- d. Kendall County will provide financial services support to the Forest Preserve including:
  - i. Prepare monthly financial reports for all Forest Preserve funds for the District's Operations and Finance Committees.
  - ii. Perform financial analyses of Forest Preserve funds and general ledger budget accounts requested by the Forest Preserve's Executive Director or Board of Commissioners.
  - iii. Assist with preparation and input of the Forest Preserve's annual budgets into MUNIS including all operating, capital, and debt service funds.
  - iv. Complete annual levy analyses for the Forest Preserve's operating levy and debt service levies.
  - v. Support the analysis of any discrepancies generated or reported within the Forest Preserve's financial reports.
  - vi. Support re-coding of revenues and expenses as warranted in consultation with the Treasurer's Office and/or the Forest Preserve's auditors, as needed.
  - vii. Support modification of the general ledger structure and account codes for the District's budgets and cost centers as needed.
  - viii. Support the process for issuing bonds, annual continuing financial disclosures, and bond rating evaluations in consultation with the Forest Preserve's municipal financial advisors, as needed.

- ix. Review and extend support to address annual audit findings and recommendations, as needed.
- x. Assist with troubleshooting deposit or expenditure report errors and corrections needed in all Forest Preserve funds.
- xi. Assist with generating Forest Preserve financial analyses and reporting including (MUNIS) software reports as needed.
- e. Submit request forms for licensed and special use of Forest Preserve facilities and preserve areas for all Kendall County and Kendall County-sponsored functions and events.
- f. Kendall County will provide human resources services to the Forest Preserve and Forest Preserve employees including:
  - i. Payroll services and payroll recordkeeping;
  - ii. Recruitment, onboarding, and offboarding services;
  - iii. Prepare, maintain, and update personnel files;
  - iv. Prepare and update employment-related forms, policies, and procedures, as needed to comply with all applicable state and federal laws;
  - v. Administer leave of absence requests and requests for accommodation;
  - vi. Prepare and update job descriptions;
  - vii. Record retention and reporting (e.g., EEO-4 reporting and total compensation reports);
  - viii. Provide employee training, as requested; and
  - ix. Assist with performance management, investigations, and disciplinary actions up to and including termination of employment.

4. **OBLIGATIONS OF THE FOREST PRESERVE.** The Forest Preserve agrees to:

- a. Be responsible for purchasing, supporting, and upgrading software applications that solely support Forest Preserve's programs and operations. The Forest Preserve is responsible for technical support for these applications. However, Kendall County's internal technical staff will provide technology assistance within their capabilities.
- b. Promptly reimburse Kendall County for all expenses that Kendall County incurs on the Forest Preserve's behalf while performing the administrative services. However, the Parties agree that labor costs incurred by Kendall County while providing the administrative services are not reimbursable expenses.
- c. Promptly reimburse Kendall County for the cost to purchase the Forest Preserve's networked printers, computers, and other electronic devices.
- d. Promptly reimburse Kendall County for the cost of all Forest Preserve subscriptions to Kendall County's Office 365 platform.
- e. Direct all concerns or complaints received about Kendall County's personnel and/or operations to Kendall County for processing.
- f. To pay to Kendall County an amount of at least Seven Thousand Dollars and Zero Cents (\$7,000.00) per fiscal year for all finance services provided to the Forest Preserve. Any increase to this annual payment must be agreed to in writing by both Parties.
- g. To pay to Kendall County an amount of at least Forty Thousand Dollars and Zero Cents (\$40,000.00) per fiscal year for all human resources services provided to the

Forest Preserve. Any increase to this annual payment must be agreed to in writing by both Parties.

- h. Process all request forms received from Kendall County for licenses and special use of Forest Preserve facilities and preserve areas for approval by the Forest Preserve Operations Committee or Committee of the Whole.
5. **PAYMENTS OF EXPENSES.** The Forest Preserve agrees to reimburse Kendall County for all administrative services expenses set forth above within thirty (30) calendar days of receipt of an invoice from Kendall County. Kendall County agrees to provide advance notification to the Forest Preserve prior to incurring any billable administrative services expense, except in the event of an emergency in which case Kendall County agrees to notify the Forest Preserve about the billable administrative services expense as soon as practicable. Kendall County agrees that all administrative services expenses not submitted to the Forest Preserve for reimbursement within one calendar year from the date it was paid by Kendall County is deemed waived, and Kendall County is no longer entitled to reimbursement of that expense.
6. **DURATION.** This Agreement shall continue for a period of four (4) years after the Parties' execution of this Agreement and will automatically renew for successive additional one (1) year terms. Any party may terminate this intergovernmental agreement at any time by providing thirty (30) calendar days advance written notice to all other parties.
7. **ASSIGNMENT.** This Agreement and the rights of the Parties hereunder may not be assigned without consent (except by operation of law), and the terms and conditions of this Agreement shall inure to the benefit of and be binding upon the respective successors and assigns of the Parties hereto. Nothing in this Agreement, express or implied, is intended to

confer upon any party, other than the Parties and their respective successors and assignees, any rights, remedies, obligations or liabilities under or by reason of such agreements.

8. **NOTICE.** Any notice required or permitted to be given pursuant to this Agreement shall be duly given if sent by certified mail, or courier service and received. As such, all notices required or permitted hereunder shall be in writing and may be given by depositing the same in the United States mail, addressed to the party to be notified, postage prepaid and certified with the return receipt requested. Copies of all notices from all Parties must be forwarded to the Kendall County State's Attorney, 807 John Street, Yorkville, Illinois 60560.

*If to the County:* Kendall County Clerk  
502 South Main Street  
Yorkville, Illinois 60560

*If to the Forest Preserve:* President of the Kendall County Forest Preserve  
110 West Madison Street  
Yorkville, Illinois 60560

9. **MODIFICATION/SEVERABILITY.** This Agreement shall be interpreted and enforced under the laws of the State of Illinois. Any legal proceeding related to enforcement of this Agreement shall be brought in the Circuit Court of Kendall County, Illinois. If any provision of this Agreement shall be declared or found invalid, illegal, or unenforceable by a court of competent jurisdiction, such provision shall, to the extent possible, be modified by the court in such manner as to be valid, legal, and enforceable so as to most nearly retain the intent of the Parties, and, if such modification is not possible, such provision shall be served from this Agreement, and in either case the validity, legality, and enforceability of the remaining provisions of this Agreement shall not in any way be affected thereby.

10. **ENTIRE AGREEMENT.** This Agreement represents the entire agreement between the Parties as it related to administrative, human resources, and financial services to be performed by Kendall County, and there are no other promises or conditions in nay other agreement whether oral or written related to the administrative, human resources, and financial services to be provided by Kendall County to the Forest Preserve. Except as stated herein, this agreement supersedes any other prior written or oral agreements between the Parties regarding administrative and financial services and may noy be further modified except in writing and signed by all Parties. This Agreement in no way alters and/or supersedes (a) the lease agreement executed by the Parties on or about March 3, 2020, regarding the lease of office space at the Kendall County Historic Courthouse; (b) the agreement for use of the storage space at the Pickerill Estate House; (c) the intergovernmental agreement executed by the parties on or about June 27, 2023, regarding the Inspector General's services to the Forest Preserve; and/or (d) any other intergovernmental agreement executed by the parties.
11. **VALID SIGANTURES.** Kendall County and the Forest Preserve each hereby warrant and represent that their respective signatures set forth below have been, and are on the date of this Agreement, duly authorized by all necessary and appropriate corporate and/or governmental action to execute this Agreement.

**IN WITNESS WHEREOF**, the parties hereto have caused this Agreement to be executed by their duly authorized officers on this 16<sup>th</sup> day of December, 2025.

**County of Kendall, Illinois**

**Kendall County Forest Preserve**

By: \_\_\_\_\_  
Chair, Kendall County Board

By: \_\_\_\_\_  
President, Kendall County Forest  
Preserve District

*Attest:*

*Attest:*

\_\_\_\_\_  
County Clerk

\_\_\_\_\_  
Secretary

DRAFT



## Kendall County Agenda Briefing

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**Meeting Type:** Committee of the Whole  
**Meeting Date:** 1/15/2026  
**Subject:** Finance Director Job Description  
**Prepared by:** Christina Burns, County Administrator  
**Department:** Administration

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**Action Requested:**

Approval of job description for Finance Director (Forward to County Board)

**Board/Committee Review:**

NA

**Fiscal impact:**

Increase in Administration salary line item of up to \$6,120 to reflect change in funding allocation under revised Forest Preserve IGA.

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**Background and Discussion:**

With the recent vacancy of the Deputy County Administrator, staff has reevaluated overall organizational needs and is requesting revising the job description to Finance Director. The Deputy County Administrator's role was largely focused on budget and financial management. The revised description has been updated to more clearly specify certain fiscal responsibilities under the purview of the County Board and reflects recent re-alignments of responsibilities across the County, as well as the request to establish a stand-alone Finance Department.

The Deputy County Administrator position was budgeted at \$141,680 for FY26, plus received \$6,120 from the Forest Preserve for Financial Services. The revised IGA directs these funds to the General Fund; therefore staff is requesting to maintain the total salary amount of \$147,800 to be paid from Administration salaries.

**Staff Recommendation:**

Approval of a new job description for Finance Director

**Attachments:**

Draft Job Description for Finance Director

## Kendall County Job Description

**TITLE:** Finance Director  
**DEPARTMENT:** Finance  
**REPORTS TO:** County Administrator  
**FLSA STATUS:** Exempt  
**APPROVED:** January 20, 2026

### I. Position Summary:

The Finance Director is responsible for providing strategic leadership, oversight and direction to the County's financial functions. Reporting directly to the County Administrator, the Finance Director is a key member of the County's leadership team and principal financial advisor to the County Administrator and County Board. Consistent with Illinois statute, the Finance Director does not have custodial responsibility for County funds, which remain with the County Treasurer.

### II. Essential Duties and Responsibilities:

The essential duties for this position include, but are not limited to the following:

- A.** Primary duty is to manage and provide oversight of the Finance Department in accordance with Kendall County's (County) organizational policies, goals, and budget parameters.
- B.** Customarily and regularly directs the work of at least two or more full-time employees (or their equivalent) assigned to the Finance Department.
- C.** Performs supervisory responsibilities for the Finance Department including, but not limited to, the following:
  - 1. Serves as the direct supervisor for all employees and interns in the Finance Department.
  - 2. Customarily and regularly directs the work of all employees and interns of the Finance Department.
  - 3. Interviews, selects, and trains Finance Department employees and interns.
  - 4. Sets and adjusts employees' and interns' hours of work.
  - 5. Sets and adjusts employees' rates of pay (within pre-approved budget parameters).
  - 6. Conducts performance evaluations of Finance Department employees and interns.
  - 7. Handles both internal and external complaints and grievances relating to Finance Department employees and interns.
  - 8. Disciplines employees.
  - 9. Apportions the work among employees and interns assigned to the Finance Department.
  - 10. Provides for the safety and security of the Finance Department employees, interns, and County property.
  - 11. Makes the final decisions regarding the hiring, firing, advancement, promotion and any other changes of status for all employees and interns in the Finance Department.
  - 12. Fosters a culture of accountability, transparency, collaboration, and continuous improvement.
- D.** Primary duties include the performance of office or non-manual work directly related to the financial management and general business operations of the County, which duties include, but are not limited to the following:

## Kendall County Job Description

1. Serves as the County's principal financial advisor to the County Board, the County Administrator, and County departments and elected offices by performing duties including, but not limited to the following:
  - a. Provides strategic financial leadership, long-range forecasting, and analysis to support policy decisions, service delivery, and organizational priorities.
  - b. Participates as a member of the County's executive leadership team, contributing to countywide planning, operational strategy, and performance improvement initiatives.
  - c. Supports the County Administrator in the development and execution of County Board goals, financial policies, and strategic initiatives
  - d. Serves as a financial resource to County departments regarding fiscal policy, procedures, and compliance requirements.
  - e. Leads and/or supports major financial initiatives such as financial system upgrades, ERP implementation, process improvements and enhanced financial reporting tools.
  - f. Ensures the County maintains sound financial practices, adequate reserves, and strong creditworthiness.
  - g. Maintains effective working relationships with the County Treasurer, other elected officials, department heads, external auditors, vendors, and regulatory agencies.
2. Plans and coordinates all phases of the County's budgeting process, including but not limited to the following:
  - a. Leads and coordinates the development, presentation, and administration of the County's annual operating budget under the direction of the County Administrator.
  - b. Provides financial analysis and recommendations to the County Administrator and County Board during budget deliberations, including formulating budgetary goals and determining budgetary objectives.
  - c. Monitors departmental budgets throughout the fiscal year and prepares variance analyses and financial projections.
  - d. Coordinates development and oversight of the County's Capital Improvement Program (CIP), including multi-year forecasting and funding strategies.
  - e. Evaluates the fiscal impact of proposed legislation, labor agreements, programs, and capital projects.
  - f. Supports County departments and offices in budget preparation and resolving budget issues.
  - g. Develops budget benchmarks systems, performs cost center analysis, and prepares and presents budgetary information for public hearings and other County meetings.
3. Provides oversight and technical guidance related to County debt issuance, bond compliance, continuing disclosure, and relationships with bond counsel, financial advisors and rating agencies.
4. Ensures effective financial oversight of County grants by performing duties including, but not limited to the following:
  - a. Monitors all County grant funds and grant expenditures to ensure compliance with all applicable grant terms and conditions.
  - b. Prepares, reviews, and revises reports regarding County grants.
  - c. Oversees audit coordination for County grants.

## Kendall County Job Description

5. Administers the County's Revolving Loan Fund program.
  6. Provides support to Kendall Area Transit by performing duties including, but not limited to the following:
    - a. Processes and submits grant requests for Kendall Area Transit to State of Illinois, Regional Transit Authority, and Federal Government.
    - b. Oversees grant programs and reporting.
    - c. Assists Kendall Area Transit in purchasing and licensing of vehicles.
  7. Responsible for preparation and submission of the Finance Department's budget to the County Administrator with final budget approval by the County Board.
  8. Monitors and authorizes expenditures for the Finance Department.
- E.** Serves as the Acting County Administrator during the County Administrator's short-term absences and/or as otherwise directed by the Kendall County Board.
- F.** Provides finance and budgeting services to other units of local government as set forth in the terms of the applicable intergovernmental agreement approved by the County Board.
- G.** Travels to, attends and/or presents at meetings, conferences, trainings/seminars, as assigned, both during and after regular business hours.
- H.** Complies with all applicable federal and state laws, County ordinances, and all County policies and procedures. Serves as FOIA officer.
- I.** Handles confidential matters daily relating to all functions of County operations and maintains confidentiality of the information.
- J.** Maintains regular attendance and punctuality.
- K.** Performs other duties, as required or assigned.

### **III. Qualifications:**

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

#### **A. LANGUAGE SKILLS:**

1. Ability to research, read, and interpret documents and simple instructions.
2. Ability to prepare documents, reports, and correspondence.
3. Ability to speak effectively with the public, employees, outside entities, vendors, and the County's department heads and elected officials in both a one-on-one and group settings.
4. Requires excellent knowledge of the English language, spelling and grammar.
5. Strong oral and written presentation skills.

#### **B. MATHEMATICAL SKILLS:**

1. Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals.

## Kendall County Job Description

2. Ability to compute rate, ratio, and percent and to draw and interpret graphs and charts.
3. Ability to prepare, revise and interpret financial and budgeting spreadsheets and documents.

**C. REASONING ABILITY:**

1. Ability to apply common sense understanding to carry out instructions furnished in written, oral, and/or diagram form.
2. Ability to exercise independent judgment in gathering and analyzing complex data utilizing statistical methods and cost-benefit analysis.
3. Ability to skillfully perform detailed statistical analysis of budget and grant activities.
4. Ability to interpret financial data contained in reports and ledgers.
5. Ability to analyze situations to identify problems, identifying sources of obstacles, and evaluate possible solutions.

**D. OTHER SKILLS, KNOWLEDGE AND ABILITIES:**

1. Thorough understanding of accounting and budgeting principles.
2. Strong organization and multi-tasking skills.
3. Excellent prioritization skills and the ability to meet deadlines.
4. Ability to carry out duties with minimal supervision.
5. Ability to maintain confidentiality.
6. Ability to display a positive, cooperative, professional and team orientated attitude.
7. Ability to listen to, understand information and ideas, and work effectively with County personnel, department heads, local elected officials, and the public.
8. Proficient knowledge of MS Word, Excel, Outlook, PowerPoint, Teams, and Tyler Munis or similar enterprise software.
9. Knowledge of office practices, principles of modern record keeping, and setting and maintaining filing systems.
10. Knowledge of principles and practices of local government structure and services.
11. Skill in operating a personal computer, facsimile machine, and copiers.

**E. EDUCATION AND EXPERIENCE:**

1. A minimum of a Bachelor's Degree in accounting or related field from an accredited college or university is required.
2. A Master's Degree from an accredited college or university with major course work in public administration, business administration, public finance, accounting, or related fields, or equivalent work experience is preferred.
3. A minimum of seven (7) years of increasing responsible professional experience in public or business administration, including at least four (4) years in a management position, is preferred.

**F. CERTIFICATES, LICENSES, REGISTRATIONS:**

1. A Certified Public Accountant (CPA) license is preferred.
2. Any and all other certificates and registrations as required for the specific duties performed.

**IV. Physical Demands:**

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

- A.** Frequently sit for long periods of time at a desk and/or in meetings.
- B.** Frequently lift and/or move up to ten (10) pounds and occasionally lift and/or move up to forty (40) pounds.
- C.** Use hands and fingers to grip, handle, type, write, and feel.

## Kendall County Job Description

- D. Reach, push and pull with one and/or both hands and arms.
- E. Talk and hear in person and via use of telephone.
- F. Vision abilities include close and distance vision, and ability to view computer monitors and screens for extended periods of time.
- G. Travel independently to other County office buildings and to other locations throughout Kendall County and the Chicago region to perform 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 or locations 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, law enforcement, department heads, elected officials, vendors, and the general public.
- D. Employee must be able to perform all assigned job duties during normal business hours and outside of normal business hours.

**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 Agenda Briefing

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**Meeting Type:** Committee of the Whole  
**Meeting Date:** 1/15/2026  
**Subject:** Animal Control Office Assistant – Full Time  
**Prepared by:** Christina Burns, County Administrator and Taylor Cosgrove, Animal Control Director  
**Department:** Administration and Animal Control

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**Action Requested:**

Approval of the Job Description for Animal Control Office Assistant (Full-Time) – Forward to County Board

**Board/Committee Review:**

NA

**Fiscal impact:**

\$10,007 plus associated benefit costs.

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**Background and Discussion:**

Animal Control currently has a part-time Office Assistant whose responsibilities include assisting customers, maintaining Animal Control files and records. The position is currently budgeted at 28 hours per week. Based on the ongoing increase in workload at Animal Control, staff recommend increasing this to a full-time position. The revised job description updates the description to full time and makes minor adjustments to the responsibilities.

The cost increase includes additional wages and incremental IMRF and FICA costs, as well as the position becoming benefit eligible. However, the additional time will allow the Animal Control Director and Animal Control Officer more opportunities to focus on core operations. The additional costs will be paid from Animal Control Fund balance for FY26. We continue to evaluate ongoing additional revenue opportunities to sustain Animal Control operations.

**Staff Recommendation:**

Approval of a new job description for Animal Control Office Assistant (full-time)

**Attachments:**

Draft Job Description for Animal Control Office Assistant (full-time)

## Kendall County Job Description

**TITLE:** Full Time Office Assistant  
**DEPARTMENT:** Animal Control  
**SUPERVISED BY:** Animal Control Director  
**FLSA STATUS:** Non-Exempt  
**REVISED:** In Process

### I. **Position Summary and Primary Purpose:**

Under the direct supervision of the Animal Control Director, or designee assigned by the Director, this position provides administrative and accounts receivable support in the areas of financial record keeping, data entry, answering phones, greeting and assisting customers, and office procedures.

### II. **Essential Duties and Responsibilities:**

- A. Serve as direct contact for and liaison between the Animal Control Department and the public, other agencies, and government offices or departments, with tasks including greeting customers and answering phone calls.
- B. Assist in maintaining files containing confidential financial and/or personnel records.
- C. Reply to inquiries and questions concerning, including but not limited to, animal ~~control~~ adoptions, rabies tag orders, fees, and lost animals/pets.
- D. Complete weekly deposits and documentation for deposits and deliver deposit documentation including cash and checks to the Treasurer's Office by driving personal vehicle or County owned vehicle.
- E. Handle and appropriately use petty cash, and maintain adequate records of its use by all Animal Control Department employees.
- F. Record and deposit fees and donations; track receipts to appropriate account numbers; balance accounts, and, maintain record/spreadsheets for financial transactions.
- G. Create and maintain accounting records using Tyler Munis.
- H. Order and manage office supplies; process accounts payable vouchers; and track inventory.
- I. Maintain and update various Animal Control informational lists for public and organizational distribution as directed.
- J. Draft routine correspondence and other Animal Control documents.
- ~~K. Ensure employee timesheets are accurately completed and timely submitted to the payroll department, in the Treasurer's Office.~~
- L. Receive, send, distribute, and process all inter-office and outgoing mail.
- M. Assists Animal Control Department staff and department with other office support duties as needed or assigned by supervisor.
- N. Perform additional duties as assigned.

### III. **Qualifications:**

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

## **Kendall County Job Description**

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

- Ability to research, read, and interpret documents, plans, statutes, regulations, and ordinances.
- Ability to prepare documents, presentations, reports, and correspondence.
- Ability to communicate effectively both orally and in writing with the public, employees, elected officials, and representatives of other offices, departments, or agencies.
- Ability to demonstrate a strong knowledge of the English language, spelling, and grammar.

### **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.
- Ability to count money and make correct change.

### **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.

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

- Must have and maintain a valid driver's license.
- Any and all certificates and registrations as required for the specific duties performed.

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

- Strong organization skills.
- Ability to independently work to project completion and follow guidance.
- Proficient knowledge of MS Word, Excel, Outlook, and Tyler Munis (ERP System).
- Ability to multi-task and simultaneously manage several projects.
- Display a positive, cooperative, and team-oriented attitude.
- Comply with all State and County policies and standard operation procedures.
- Demonstrate excellent prioritization skills and the ability to stay focused.

### **F. Education and Experience:**

- High school diploma or GED equivalent.
- At least two years of general office experience, including accounts receivables responsibilities.

## Kendall County Job Description

### VI. **Physical Demands:**

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

- Frequently sit for more than two hours;
- Occasionally lift and/or move more than 15 pounds;
- Frequently lift and/or move up to 5 pounds;
- Stoop, kneel, or crouch;
- Travel independently to other County office locations.

### VII. **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 work conditions:

- Inside environmental conditions;
- Exposure to high-energy, anxious, or unfamiliar pets and animals, and all related hazards.
- The noise level in the work environment is noisy to moderately noisy.
- The employee will be continuously exposed to animal noises, hair/dander, and smells.
- The Employee must be able to perform all assigned job duties during normal business hours and outside of normal business hours.
- Employee may be exposed to stressful situations while working with other employees, elected officials, and the general public.

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

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

\_\_\_\_\_  
Date



# Kendall County Agenda Briefing

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**Meeting Type:** Committee of the Whole  
**Meeting Date:** 1/15/2026  
**Subject:** Revised Kendall County Organizational Chart  
**Prepared by:** Leslie Johnson, Human Resources Director  
**Department:** Human Resources Department

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**Action Requested:**

To forward the Revised Kendall County Organizational Chart to the Kendall County Board for approval.

**Board/Committee Review:**

N/A

**Fiscal impact:**

None

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**Background and Discussion:**

The attached proposed Kendall County Organizational Chart includes the following updates:

- Adding the Highway Department and the Assessments Office to the chart;
- Adding the Finance Department and Finance Director position to the chart;
- Moving the Budget/Finance Analyst, Finance Analyst, and part-time Administrative Assistant from Administration to the Finance Department;
- Adding one (1) additional Systems Administrator position in the ICT Department (previously approved in the FY2026 budget);
- Adding one (1) part-time HR Assistant to the HR Department (previously approved in the FY 2026 budget);
- Adding one (1) temporary, part-time HRIS Analyst to the HR Department (previously approved by the County Board); and
- Replacing the current part-time Office Assistant with a full-time Office Assistant in the Animal Control Department.

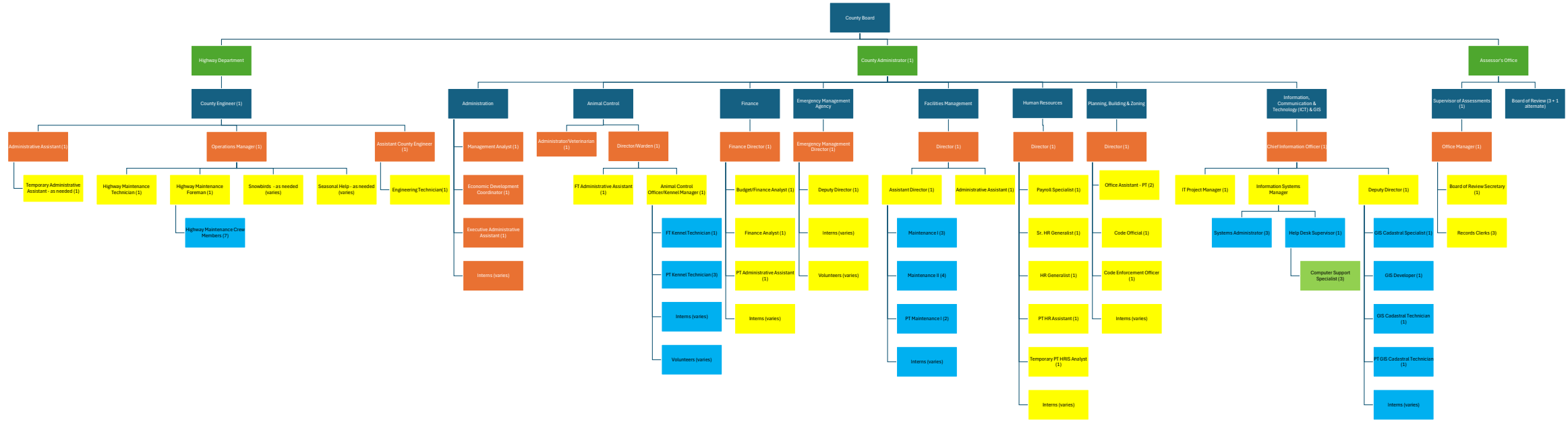
**Staff Recommendation:**

To forward the Revised Kendall County Organizational Chart to the Kendall County Board for approval.

**Attachments:**

1. Revised Kendall County Organizational Chart

Kendall County Organizational Chart  
(Updated 1/20/2026)





## Kendall County Agenda Briefing

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**Meeting Type:** Committee of the Whole  
**Meeting Date:** 1/15/2026  
**Subject:** Kendall County Rabies Ordinance Amendment  
**Prepared by:** Taylor Cosgrove, Animal Control Director  
**Department:** Kendall County Animal Control

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### **Action Requested:**

Approval of an amendment to the Kendall County Code adding Section 6.2 and Section 6.3 (Rabies inoculation and registration).

### **Board/Committee Review:**

Economic Development and Administration, November 19, 2025 (forward to COW)

### **Fiscal impact:**

Estimated additional revenue from rabies tag compliance alone could exceed \$30,000 annually based on previous years documenting unpurchased rabies registration.

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### **Background and Discussion:**

Animal Control is the organization responsible for the prevention of rabies in companion animals, and rabies registration is the primary source of revenue for the department. State law and County ordinance requires pet owners purchase of a County Registration tag for every dog and cat. Traditionally, Animal Control has not issued citations for rabies vaccination or rabies registration ordinance non-compliance. The Sheriff's Office currently has this responsibility; however they are necessarily focused on more significant law enforcement responsibilities.

Staff surveyed counties of varying population size across the state and found that almost every other County Animal Control Department, along with their respective Sheriff's Offices, is responsible for issuing rabies non-compliance citations. The proposed code amendment mirrors language that provided the Zoning Administrator or their designee the ability to issue code citations.

After completing a total count of all rabies tags unpurchased but reported by veterinary hospitals in 2025 alone, the estimated total missed revenue was nearly \$30,000. Noncompliance is largely driven by pet owners who take their animals out of the County for veterinary services, and those veterinarians are not required to sell Kendall County rabies tags. The owners often do not follow up to purchase their tags. Staff recommend modifying the County Code to permit Animal Control to issue citations. The goal is not to issue citations but rather to provide an effective enforcement mechanism for compliance, as well as unburdening the Sheriff's Office of being entirely responsible for issuing citations.

**Staff Recommendation:**

Animal Control is requesting an amendment to the Kendall County Code by addition of an update rabies inoculation and registration ordinance, which adds the ability to issue rabies non-compliance citations to the Animal Control Director and/or Animal Control Officer.

**Attachments:**

Current approved ordinance (98-33) for rabies inoculation and registration, not currently codified.

Amended rabies inoculation and registration ordinance, reviewed by States Attorneys Office.

**ORDINANCE REQUIRING CONFIRMATION OF INOCULATION  
OF DOGS FOR RABIES**

WHEREAS, the Kendall County Board has an obligation to protect the health of the citizens of Kendall County pursuant to 55 ILCS 5/5-1052; and

WHEREAS, the Kendall County Board Chairman has appointed an Administrator pursuant to sections 2.01 and 3 of the Animal Control Act; and

WHEREAS, the Administrator so appointed has a duty, pursuant to Section 5 of the Animal Control Act, to control and prevent the spread of rabies in Kendall County; and

WHEREAS, Section 8 of the Animal Control Act requires every owner of a dog 4 months or more of age not confined at all times to an enclosed area, to cause such dog to be inoculated against rabies by a licensed veterinarian, and requires such veterinarian to enter evidence of such rabies inoculation on a certificate, the form of which shall be approved by the Kendall County Board, and which shall be signed by the licensed veterinarian administering the vaccine; and

WHEREAS, Section 24 of the Animal Control Act specifically provides that the Animal Control Act shall not be held to limit the power of a County to further control and regulate dogs, including a requirement of inoculation against rabies; and

WHEREAS, the Kendall County Board believes that confirmation of inoculations with the Administrator is a reasonable and desirable method of tracking compliance with Section 8 of the Animal Control Act; and

WHEREAS, the Kendall County Board believes that requiring owners of dogs to exhibit a rabies inoculation tag is a reasonable and desirable method of tracking compliance with Section 8 of the Animal Control Act; and

WHEREAS, the Kendall County Board believes that adoption of this Ordinance does not place an unreasonable burden on the citizens affected by this Ordinance; and

WHEREAS, the Kendall County Board believes that the adoption of this Ordinance is in the best interest of the citizens and residents of the County of Kendall;

**NOW THEREFORE, IT IS HEREBY RESOLVED AS FOLLOWS:**

1. All terms used in this ordinance shall have the meaning given them in the Animal Control Act, as amended from time to time.
2. Within thirty (30) days of the date on which a licensed veterinarian administers a rabies

vaccine to a dog, in the County of Kendall, said licensed veterinarian shall deliver to the Administrator or Animal Control Warden, a confirmation of said inoculation on a form approved by the Administrator.

3. Every owner of a dog required to receive a rabies inoculation pursuant to the Animal Control Act, shall at all times exhibit a rabies inoculation tag issued by the Kendall County Board through the Administrator, by affixing said rabies inoculation tag to the dog's collar, which collar shall be worn by the dog around its neck.
4. Any person who violates paragraph 2 of this Ordinance shall be guilty of a petty offense. A conviction for this offense shall be punishable by a fine of not less than \$25.00 nor more than \$100.00. A second conviction for the violation of this Ordinance shall be punishable by a fine of not less than \$50.00 nor more than \$250.00. A third or subsequent conviction for violation of this Ordinance shall be punishable by a fine of not less than \$250.00 nor more than \$500.00.
5. Any person who violates paragraph 3 of this Ordinance shall be guilty of a petty offense. A conviction for this offense shall be punishable by a fine of not less than \$25.00 nor more than \$100.00. A second conviction for the violation of this Ordinance shall be punishable by a fine of not less than \$50.00 nor more than \$250.00. A third or subsequent conviction for violation of this Ordinance shall be punishable by a fine of not less than \$250.00 nor more than \$500.00.
6. Each day's violation of this Ordinance shall constitute a separate offense.
7. This Ordinance shall take effect on: January 1, 1999

ATTEST: Paul Condean  
Clerk

John Church  
Chairman

Proposed changes to Kendall County Code Chapter 6: Animals (new text in blue):

Sec. 6-1 – County Animal Control fees.

The following animal control fees are established in the County and shall be collected by the County Animal Control Department. These fees will then be remitted to the 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:

(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 County Animal Control Department:

- a. One-year tags: Fifteen dollars (\$15.00) for an altered animal, and thirty dollars (\$30.00) for an intact animal
- b. Three-year tags: Thirty-five dollars (\$35.00) for an altered animal, and seventy-five dollars (\$75.00) for an intact animal
- c. Replacement tags: Five dollars (\$5.00) for a replacement tag, with proof of vaccination and original tag purchase.

...

#### Section 6-2-2 – Rabies inoculation and registration

- (1) Every owner of a dog or cat four months or more of age, who is a resident of the county, is required to have the animal inoculated against rabies as set forth denoted in the Animal Control Act and to register the animal with the Kendall County Animal Control Department. Every dog or cat shall have a second rabies vaccination within one year of the first vaccination and every year thereafter. However, if the vaccine used is one recognized by the Illinois Department of Agriculture for a three (3) year period of immunity, and the dog or cat is over twelve (12) months of age at the time of inoculation, the interval between inoculations may be extended to three (3) years.
- (2) Evidence of such rabies inoculation shall be entered on a certificate, the form of which shall be approved by the Kendall County Board, Kendall County Administrator or their designee [AB1] and which shall contain the microchip number of the animal, if it has one, and which shall be signed by the licensed veterinarian administering the vaccine.
- (2)(3) The veterinarian immunizing or microchipping an animal in Kendall County shall provide the Kendall County Animal Control Administrator or their designee, or

the Administrator of the county in which the animal resides, with a certificate of immunization and microchip number.

a.(4) Veterinarians who inoculate a dog or cat shall procure from Kendall County Animal Control serially numbered tags, one to be issued with each inoculation certificate upon payment of the rabies tag fee at a fee established in Section 6.1 above by the Board. Only one dog or cat shall be included on each certificate. Such tags shall also serve as the registration tag for purposes of this chapter. Tags shall be worn on the collar or harness of the animal for which the tag and rabies inoculation certificate was issued, except when the animal is confined. Upon issuance of the tag, the veterinarian shall remit the tag fee and deliver the certificate to Kendall County Animal Control.

~~b. The veterinarian immunizing or microchipping an animal in Kendall County shall provide the Kendall County Administrator or their designee with a certificate of immunization and microchip number, and a tag shall be issued, at a fee established by the Kendall County board for each dog or cat inoculated against rabies. Such tags shall also serve as the registration tag for purposes of this chapter. Tags shall be worn on the collar or harness of the animal for which the tag and rabies inoculation certificate was issued, except when the animal is confined.~~

(5) If a Kendall County tag is not issued at the time a dog or cat is inoculated against rabies (for example, if the owner refuses to obtain the tag from the veterinarian or if the veterinarian is located outside Kendall County), the owner must register the dog or cat with Kendall County animal Animal control Control within thirty (30) days of inoculation. In which such a case, the owner must present an inoculation certificate issued by the veterinarian that administered such inoculation. Kendall County Animal Control will then furnish the owner with a tag, upon payment of the registration fee.

(6) If a licensed veterinarian determines in writing that a rabies inoculation would compromise an animal's health, then the animal shall be exempt from the rabies inoculation requirement for the period described in this subsection; however, the owner is still responsible for the tag fees and registering the animal. A determination under this subsection is valid for one year but may be annually renewed thereafter by a licensed veterinarian.

e.(7) All registration fees collected shall be remitted to the County Treasurer, who shall place the monies in the Animal Control Fund, of which funds purpose is to pay costs of the Animal Control Program. Fees collected shall be used for paying claims for loss of livestock or poultry as set forth in Section 19 of the Animal Control Act, and for the following purposes: Cost of stray dog control, impoundment, education on animal control and rabies, and other costs incurred in carrying out the provisions

of the Animal Control Act or any county or municipal ordinance relating to animal control, except as set forth in Section 19 of the Animal Control Act.

6.36-3 - Procedures in case of violation

- (1) Whenever the Kendall County Animal Control Administrator or designee determines that a violation of ~~this chapter~~Section 6.2 has occurred, the Kendall County Animal Administrator or designee shall sign and cause a written citation to be served upon the owner of the cat or dog; ~~which citation shall inform the person served of the violation and the date of a required court appearance.~~
- (2) Any ~~person who violates violation of~~ Section 6.22 of the Code shall be guilty of a petty offense. A ~~first conviction of this~~ offense shall be punishable by a fine of not less than \$25.00 nor more than \$100.00. A second ~~offense conviction~~ shall be punishable by a fine of not less than ~~\$100~~50.00 nor more than \$250.00. A third or subsequent ~~offense conviction~~ shall be punishable by a fine of not less than \$250.00 nor more than \$500.00.



## Kendall County Agenda Briefing

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**Meeting Type:** Committee of the Whole  
**Meeting Date:** 1/15/2026  
**Subject:** Purchase Nutanix DR Cluster and Licensing  
**Prepared by:** Matthew Kinsey  
**Department:** ICT

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**Action Requested:**

Approval of purchasing Nutanix cluster and licensing utilizing a public purchasing agreement between Presidio and the Illinois Department of Innovation and Technology for \$ \$137,347.42.

**Board/Committee Review:**

N/A

**Fiscal impact:**

\$137,347.42

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**Background and Discussion:**

Kendall County currently lacks a dedicated failover system, creating significant operational challenges during planned maintenance windows and increasing risk during unplanned outages. This funded capital project will implement a Nutanix disaster recovery node to establish true high availability across our virtualization environment. By leveraging a recently acquired node in conjunction with the new DR infrastructure, we will achieve 100% failover capacity (up from the current 75%), enabling seamless maintenance operations and eliminating downtime risks. This solution ensures business continuity for all 420+ county employees while providing the flexibility to perform system updates, hardware maintenance, and infrastructure upgrades without service interruption.

**Staff Recommendation:**

Staff recommend approval of this contract.

**Attachments:**

Please see attached quote.

**TO:** Kendall County Technology Services  
 Matthew Kinsey  
 111 West Fox Street  
 Yorkville, IL 60560  
  
 mkinsey@co.kendall.il.us  
 (p) 630-553-8881  
 (f) (630) 553-9506

**FROM:** Presidio Networked Solutions Group, LLC  
 Tadd Gerst  
 225 West Washington  
 Suite 1450  
 Chicago, IL 60606  
  
 tgerst@presidio.com  
 (p) +1.309.306.7833

**BILL TO:** Kendall County Technology Services  
 Gina Hauge  
 111 West Fox Street  
 Yorkville, IL 60560  
  
 ghauge@co.kendall.il.us  
 (p) 630.553.8885

**SHIP TO:** Kendall County Health Dept  
 Matthew Kinsey  
 811 W John Street Rm 232  
 Yorkville, IL 60560  
  
 mkinsey@co.kendall.il.us  
 (p) 630-553-8881

**Customer#:** KENDA005  
**Account Manager:** Tadd Gerst  
**Inside Sales Rep:** Amy Peterson  
**Title:** Nutanix - DR

**Contract Vehicle:** \*Open Market

#	Part #	Description	Unit Price	Qty	Ext Price
1	SW-NCI-PRO-PR	Subscription, Nutanix Cloud Infrastructure (NCI) Pro Software License & Production Software Support Service for 1 CPU Core	\$712.91	104	\$74,142.64
2	TERM-MONTHS	Term in months	\$0.00	23	\$0.00
3	S-HW-PRD	24/7 Production Level HW Support for Nutanix HCI appliance	\$1,379.38	3	\$4,138.14
4	SUPPORT-TERM	Support Term in Months	\$0.00	36	\$0.00
5	PLATFORM INTEGRATION	Platform Integration Fee	\$0.00	1	\$0.00
6	NX-1175S-G10-6521P-CM	NX-1175S-G10, 1 Node; 1x Intel Xeon 6521P processor (2.6 GHz/24-core/225W, Granite Rapids SP) per node	\$6,045.66	3	\$18,136.98
7	C-MEM-64GB-6400-CM	64GB Memory Module (6400MHz DDR5 RDM)	\$482.26	24	\$11,574.24
8	C-NVM-15.36TB-AB1A-CM	15.36 TB NVMe SSD - PCIe Gen5 (U.2)	\$2,063.48	12	\$24,761.76
9	C-NIC-25G2A2-CM	Mellanox 25/10GbE, 2-port, NIC (Mellanox CX6);transceiver not included	\$436.23	6	\$2,617.38
10	C-PWR-4FC13C14A-CM	C13/C14, 10A, 4ft Power cord	\$20.56	6	\$123.36
11	C-TPM-2.0-U-C-CM	TPM 2.0 Module Unprovisioned	\$67.64	3	\$202.92

<b>Sub Total:</b>	<b>\$135,697.42</b>
<b>Shipping:</b>	<b>\$1,650.00</b>
<b>Grand Total:</b>	<b>\$137,347.42</b>

Presidio Terms of Sale  
 Subject to these terms, quotations are valid for 30 days unless otherwise agreed by Presidio. Payment is due within 30 days from date of invoice unless otherwise agreed by the parties. Late payments are subject to interest charges of the lesser of 1½% per month or the maximum amount allowed by law. Supply is subject to availability.  
 Acceptance of Third-Party Terms  
 Third-party cloud services, software, support and maintenance provided or resold by Presidio may be subject to additional third-party license and use terms. These terms may be included in a direct end user license agreement between you and the applicable OEM/developer/provider (each, a "Supplier") or they may be located at <https://www.presidio.com/supplier-terms> and incorporated herein by reference. By virtue of executing a purchase based on this quotation Client agrees to comply with and be bound by any such Supplier terms, except as prohibited by applicable law.  
 Master Agreements  
 If Presidio and Client have entered into a "Master" agreement ("Master") or similar contract covering the purchase(s) of goods and/or 3rd-party or Presidio-provided services, it is the agreement of the parties that the Master shall govern in the event of a conflict between the Master and the terms contained herein unless specifically modified by the parties for a specific quote.  
 Pricing

- Quoted prices exclude applicable taxes. Invoicing will include applicable taxes unless a valid tax-exempt certificate is provided.
  - The price quoted reflects a 3% discount for payment by cash, check or wire transfer. This discount will not apply in the event that CLIENT pays using a credit card or debit card.
  - Prices exclude freight, handling or insurance (unless itemized in the quote).
  - Presidio reserves the right to update any existing customer quote to reflect updated pricing in the event any Presidio vendors change the price that Presidio must pay for any software, goods or services resold, whether due to new taxes, tariffs or for any other governmentally imposed reason.
- Invoicing**
- CLIENT is invoiced for hardware ("Goods") upon shipment from the manufacturer ("OEM") and shall accept and pay for partial shipments. Software is invoiced the earlier of shipment of media or when download capability is provided. OEM subscription services are invoiced per the Service Provider terms. OEM – provided services are billed per the OEM SOW. Presidio services are billed per the Presidio SOW.
  - Usage-Based Services Terms and Conditions. Presidio shall invoice CLIENT monthly for Usage-Based Services purchased by CLIENT. Notwithstanding the amounts included on the applicable purchase order, invoicing for Usage-Based Services will vary from month to month based upon CLIENT's usage and CLIENT shall be obligated to pay all charges for the Usage-Based Services used by CLIENT in the preceding month. If CLIENT is delinquent in its payment obligations for the Usage-Based Services, then, upon reasonable, prior notice, Presidio reserves the right to suspend or discontinue such services at its sole discretion. CLIENT acknowledges and agrees that such discontinuation or suspension by PRESIDIO will not constitute a breach of PRESIDIO'S obligations to CLIENT. CLIENT agrees to indemnify and hold harmless PRESIDIO for any resulting damages due to the suspension or discontinuation of the Usage-Based Services due to CLIENT's delinquent or non-payment.
  - Enterprise Software, Licensing and Subscription Services ("Enterprise Agreement"). Presidio shall invoice CLIENT according to the terms of the Enterprise Agreement between CLIENT and the Third Party. If CLIENT is delinquent in its payment obligations hereunder, then, upon reasonable, prior notice, Presidio reserves the right to suspend or discontinue such services at its sole discretion. CLIENT acknowledges and agrees that such discontinuation or suspension by PRESIDIO will not constitute a breach of PRESIDIO'S obligations to CLIENT. CLIENT agrees to indemnify and hold harmless PRESIDIO for any resulting damages due to the suspension or discontinuation of the services due to CLIENT's late or non-payment.
- Freight, Handling, Shipping**
- CLIENT will be invoiced for Presidio's and/or the OEM's freight charges for shipment of goods.
  - Title/Risk of loss passes to CLIENT Freight on Board (FOB) - Origin unless otherwise agreed to in writing by Presidio. Orders shipped from OEM to Presidio or a third-party site at CLIENT request for warehousing, configuration, storage or otherwise, shall be deemed to have been shipped to CLIENT.
  - Presidio accepts no responsibility / liability in connection with the shipment.
  - Goods held in a Presidio warehouse either a) at the CLIENT's request or b) in the event CLIENT refuses to accept delivery, may be subject to warehousing fees. Client may be asked to execute a Presidio "Warehousing Agreement". CLIENT must provide primary insurance coverage for CLIENT equipment held in a Presidio warehouse.
- Warranty and Limitation of Liability**
- PRODUCT IS WARRANTED BY THE MANUFACTURER, NOT BY PRESIDIO. PLEASE CONSULT MANUFACTURER FOR WARRANTY TERMS. IN NO EVENT SHALL PRESIDIO BE LIABLE TO CLIENT FOR ANY INDIRECT, INCIDENTAL, SPECIAL, CONSEQUENTIAL, EXEMPLARY, OR PUNITIVE DAMAGES OF ANY KIND WHATSOEVER, ARISING IN CONTRACT, TORT OR OTHERWISE, EVEN IF ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. PRESIDIO'S ENTIRE LIABILITY AND CLIENT'S EXCLUSIVE REMEDY FOR DAMAGES FROM ANY CAUSE WHATSOEVER, INCLUDING, BUT NOT LIMITED TO, NONPERFORMANCE OR MISREPRESENTATION, AND REGARDLESS OF THE FORM OF ACTIONS, SHALL BE LIMITED TO THE AMOUNT WHICH HAS BEEN ACTUALLY PAID TO PRESIDIO BY CLIENT FOR PRODUCTS HEREUNDER.
- Return Policy**
- CLIENTS return rights are subject to the return policies of the applicable OEM which may include the imposition of fees.
- Cancellation Policy**
- CLIENT's cancellation of purchase orders is subject to the cancellation policies of the applicable OEM which may include the imposition of fees.
- Leases**
- In the event Presidio does not receive payment for leased goods purchased on the CLIENT's behalf from the applicable third-party financing entity, CLIENT is obligated to pay Presidio for all such goods as indicated in the applicable Presidio invoice.
- Software terms**
- Unless Presidio is the owner or licensor, Presidio makes no representations and/or warranties relating to its operation, ownership or use of Software..
  - Delivery of software licenses may be accomplished electronically from the software developer.
  - Delivery of software maintenance, including upgrades and updates are agreed to be accepted electronically.
- Term and Termination of Orders: Subscription and/or Usage-Based Services, Enterprise Agreements and Multi-Year Orders**
- The "Initial Term" of an order for Usage-Based Services and/or and Enterprise Agreement ("Order") starts on the date the Usage-Based Services and/or Enterprise Agreement are available for use by CLIENT and continues for the time period stated in the Order. After the Initial Term, unless prohibited by applicable law, there will be an automatic "Renewal Term" of the same length of time unless CLIENT notifies Presidio in writing that CLIENT does not want to renew at least sixty (60) days before the end of the then current Initial Term or Renewal Term. If the fees will change for the Renewal Term, Presidio will notify CLIENT reasonably in advance of the Renewal and in time for CLIENT to accept or reject renewing the Usage-Based Services and/or Enterprise Agreement. If CLIENT agrees with the fee changes, CLIENT may do nothing and the new fees will apply for the Renewal Term.
  - Either party may terminate an Order by providing the other party written notice of termination at least sixty (60) days before the end of such Initial or Renewal Term. The termination will be effective on the last day of the Initial or Renewal Term and CLIENT will pay for the Usage-Based Services and/or Enterprise Agreement until the end of the current Initial or Renewal Term regardless of when CLIENT provided notice. Notwithstanding the foregoing, Usage-Based Services and Enterprise Agreements ordered are strictly non-cancelable during the Initial Term or Renewal Term except as otherwise provided in the applicable Service Terms and/or otherwise agreed upon in writing by Presidio. CLIENT will not be entitled to any refund for terminated Usage-Based Services or Enterprise Agreements during the Initial Term or Renewal Term except as agreed upon in writing by Provider and/or Presidio
- Multi-Year Agreements**
- For multi-year agreements, CLIENT expressly agrees to enter into a binding, non-cancelable agreement per the billing schedule set forth in the quote. THE CLIENT ACKNOWLEDGES AND AGREES THAT THE CLIENT'S AGREEMENT AND PAYMENTS FOR A MULTI-YEAR TRANSACTION ARE ESSENTIAL ELEMENTS OF THE BASIS OF THE BARGAIN BETWEEN THE PARTIES FOR MULTI-YEAR AGREEMENTS, SUCH THAT PRESIDIO WOULD NOT HAVE ENTERED INTO A MULTI-YEAR TRANSACTION WITHOUT SUCH AGREEMENT.
- Confidential Information**
- CLIENT agrees that any quote provided by Presidio is Presidio Confidential Information. CLIENT shall not disclose this quote to any third party for any purpose.
- Export Law Compliance**
- CLIENT has been advised that any hardware or software provided to CLIENT via a Presidio quote and/or subsequent purchase order may be subject to the U.S. Export Administration Regulations. CLIENT agrees to comply with all applicable United States export control laws, and regulations, as from time to time amended, including without limitation, the laws and regulations administered by the United States Department of Commerce and the United States Department of State.
- Miscellaneous Terms**
- Preprinted terms appearing on CLIENT Purchase Orders must be accepted in writing by Presidio to be applicable. Presidio's performance of such purchase order shall not constitute Presidio's acceptance of new or different terms, including pre-printed terms on such order. In absence of a purchase order, CLIENT agrees that its signature below grants Presidio the right to invoice CLIENT and authorizes payment to Presidio for the amounts owed.

Customer hereby authorizes and agrees to make timely payment for products delivered and services rendered, including payments for partial shipments

Customer Signature

Date



## Kendall County Agenda Briefing

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**Meeting Type:** Committee of the Whole  
**Meeting Date:** 1/15/2026  
**Subject:** Strategic Plan  
**Prepared by:** Christina Burns, County Administrator  
**Department:** Administration

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**Action Requested:**

Review draft priorities, mission, vision and values for County Strategic Plan

**Board/Committee Review:**

November 4: Special Committee of the Whole Strategic Plan Workshop

**Fiscal impact:**

NA

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**Background and Discussion:**

Over the past six months, the County has worked with the NIU Center for Governmental Studies to develop its first strategic plan. The process included employee surveys, stakeholder meetings and a strategic plan workshop with County Board members and Department Heads. The workshop helped to define specific priorities based on the initial data gathering stage. Participants also drafted themes and concepts for draft mission, vision and values. Over the past month, workshop participants were asked to rank those priorities. That process culminated in the draft documents presented for discussion.

Staff will work through the draft documents with the County Board to confirm priorities, modify as needed and prepare the strategic plan for final approval.

**Staff Recommendation:**

Discussion of draft strategic plan priorities, mission, vision and values

**Attachments:**

- Strategic Plan Mission, Vision and Core Values
- 2025/26 Prioritized Strategic Goals

# KENDALL COUNTY STRATEGIC PLAN Mission, Vision, and Core Values *FINAL*

*Developed at the Leadership Workshop held November 4, 2025*



County leadership shared that the creation of the organization’s mission, vision, and core values should be considered for the County’s strategic planning process. To achieve this, NIU-CGS conducted an internal stakeholder survey from July 14-31, 2025. Board members and staff were invited to share perspectives on the County’s mission, vision, core values, and future direction.

At the leadership workshop on November 4, 2025, Board and staff members considered the survey feedback collected as well as spent time in small groups and as a larger leadership team discussing and developing preliminary drafts of the statements. The following are intended to be *drafts* based on the ideas and statements shared by workshop participants, with follow-up revisions needed to finalize the mission statement, vision statement, and core values. See the [Appendix](#) for the raw mission, vision, and core values group summary data from the leadership workshop.

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## **KENDALL COUNTY MISSION STATEMENT OPTIONS:**

***Option 1:** We provide reliable services and responsible stewardship of public resources to keep our communities safe, connected, and thriving. Working together, we preserve the County’s character while planning for a strong and sustainable future.*

***Option 2:** As trusted partners in public service, we deliver essential services with care, transparency, and accountability – protecting what makes our County special while supporting growth, innovation, and opportunity for all.*

### **Mission Statement Tagline Options:**

- *Human-centered, data-informed.*
- *Anchored in humanity, powered by information.*

## **KENDALL COUNTY VISION STATEMENT OPTIONS:**

**Option 1:** *Kendall County is a welcoming and forward-looking community where innovation meets tradition – balancing growth and open rural landscapes. The County connects people, places, and opportunities through strong infrastructure, sustainable development, and a shared commitment to fiscal responsibility.*

**Option 2:** *Kendall County is a community of connection and purpose – a welcoming place that fosters quality jobs, responsible growth, and accessible services that empower every resident to thrive in a safe, sustainable, and welcoming environment.*

### **Vision Statement Tagline Options:**

- *Where heritage meets opportunity – and community thrives.*
- *Connecting People, Places, and Possibility.*

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## **KENDALL COUNTY CORE VALUES OPTIONS:**

### **Values Statement Option:**

*We are committed to integrity and accountability, providing excellent and accessible service, working collaboratively, stewarding our resources responsibly, and continuously strengthening the wellbeing, safety, resilience, and quality of life of County residents.*

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#### ***1. Integrity and Transparency***

We uphold the highest ethical standards in all decisions and actions, fostering trust through honesty, openness, and accountability in government.

#### ***2. Stewardship and Fiscal Responsibility***

We are careful and responsible stewards of public resources, ensuring that every investment supports sustainable growth, long-term stability, and community benefit.

#### ***3. Service Excellence and Accessibility***

We are dedicated to providing high-quality, responsive, and accessible services that meet the diverse needs of all residents and businesses.

#### ***4. Collaboration and Community Connection***

We believe strong partnerships – with residents, municipalities, regional organizations, and one another – create shared success and a stronger sense of community.

#### ***5. Innovation and Sustainability***

We embrace creativity, technology, and forward thinking to enhance infrastructure, protect natural resources, and continuously improve quality of life for future generations.

## APPENDIX: MISSION, VISION, AND CORE VALUE STATEMENTS – GROUP SUMMARY DATA FROM LEADERSHIP WORKSHOP

### Group 1:

1. **Mission Statement:** Kendall County shall efficiently provide safety, services, and support to enhance the quality of life for our thriving community.
2. **Vision Statement:** Kendall County is an innovative blend of vibrant urban and serene rural landscapes that is committed to building pathways that join our heritage with our future.
3. **Core Values:**
  - Our people
  - our land
  - our resources
  - stewardship
  - value
  - integrity
  - safe schools

### Key phrases we love

- *Ground in humanity*
- *Rooted in data*

### Group 2:

*Read so accessible to everyone – resonates, creates ownership, relatable, keeps it simple, unique, showcases agricultural roots.*

1. **Mission Statement:**
  - Trusted steward of public resources
  - Collaboration
  - Preservation of the County’s character
  - Forward thinking
  - Empowering
2. **Vision Statement:**
  - Balanced growth (business/rural)
  - Fiscally responsible
  - Open space/nature – river bluffs, forest preserves
  - Jobs – quality and quantity

### 3. Core Values:

- Stewardship
- Service excellence
- Sustainable
- Community focused

#### Group 3:

1. **Mission Statement:** Kendall County's mission is to be a trusted community partner, providing access to high quality essential services to all community members with transparency and **fiscal responsibility**.
2. **Vision Statement:** Kendall County is a vibrant, fiscally responsible community partner that is data driven yet grounded in humanity to provide **safe** communities, strong infrastructure, and easily accessible services so all community members can thrive
3. **Core Values:**
  - Fiscal responsibility
  - Clear communication
  - Safety
  - Strong infrastructure\*
  - Easily accessible services

#### Group 4:

1. **Mission Statement:** A County organization dedicated to public service centered on our **collective** (collaboration, engaged connection) responsibility to our community, and its continued growth, innovation and affordability.
2. **Vision Statement:** Kendall County is a community focused/fiscally responsible, governing body that offers rural and suburban amenities, while embracing smart growth, innovation, improving infrastructure, and developing services to keep it a great place for everyone to live and play.
3. **Core Values:**
  - Transparency
  - Dedication
  - Service excellence
  - Quality of life
  - Innovation
  - Integrity
  - Collaboration/teamwork
  - Engaged
  - Fiscal responsibility



# Kendall County 2025/26 Prioritized Strategic Goals

*Workshop held November 4, 2025*



Following the workshop, NIU-CGS worked with the organization’s leadership to refine the strategic goals developed by the Board and staff to improve alignment, clarity, and reduce redundancy. All participants were then asked to complete a post-workshop online “forced ranking” survey in which they were required to rank goals within their respective categories (e.g., short-term goals against one another and long-term goals against one another). Goal rankings were calculated by averaging participant scores, with lower averages indicating higher priority. The results of the County’s goal-ranking exercise are reflected as High, Medium, or Lower priority levels for both short-term and long-term goals.

### *Priority and Average Score Dashboards*

<b>SHORT-TERM GOALS (1-3 YEARS)</b>	<b>Priority Level All Participants</b>	<b>Average Score All Participants</b>
<b>Conduct a County-wide staffing analysis to ensure staffing levels keep pace with growth and service expectations.</b>	<b>High</b>	<b>3.1</b>
<b>Articulate and standardize County-wide policies to ensure consistency, clarity, and operational alignment.</b>	<b>High</b>	<b>3.8</b>
<b>Improve internal systems, cybersecurity, and digital service delivery by launching a comprehensive technology and communications services assessment.</b>	<b>Medium</b>	<b>4.1</b>
<b>Develop a County-wide economic development strategy using shared services and collaboration to focus on business attraction, investment, and job growth.</b>	<b>Medium</b>	<b>4.1</b>
<b>Develop and issue RFPs for the design and construction of priority facility improvements.</b>	<b>Medium</b>	<b>4.4</b>
<b>Initiate construction of the County-wide broadband network.</b>	<b>Medium</b>	<b>4.8</b>
<b>Build and implement a County-wide workforce development and succession plan.</b>	<b>Lower</b>	<b>6.2</b>
<b>Expand and enhance the Kendall Area Transit (KAT) program to improve accessibility and increase service availability.</b>	<b>Lower</b>	<b>7.0</b>
<b>Pursue the Government Finance Officers Association (GFOA) Distinguished Budget Presentation Award to reinforce transparency and fiscal excellence.</b>	<b>Lower</b>	<b>7.4</b>

<b>LONG-TERM GOALS (4-8 YEARS)</b>	<b>Priority Level All Participants</b>	<b>Average Score All Participants</b>
<b>Continue long-term capital planning to ensure sustainable maintenance, replacement, and expansion of County facilities.</b>	<b>High</b>	<b>3.4</b>
<b>Coordinate with IDOT and regional partners to advance major road, bridge, and corridor improvements to accommodate population growth.</b>	<b>High</b>	<b>3.7</b>
<b>Develop a long-term financial plan that prioritizes the use of retiring debt capacity and anticipated revenue growth to support sustainable, strategic investments for the County.</b>	<b>High</b>	<b>3.7</b>
<b>Work collaboratively with regional municipalities, Chambers of Commerce, and business partners to attract and retain employers and expand job-creating industries across the County.</b>	<b>Medium</b>	<b>4.1</b>
<b>Finalize the County-wide broadband network project and establish a sustainable long-term management model.</b>	<b>Medium</b>	<b>4.6</b>
<b>Support development of the industrial park and Ridge Rd. and foster growth in key southern corridors.</b>	<b>Medium</b>	<b>4.9</b>
<b>Strengthen community engagement and increase resident awareness, input, and participation in County initiatives.</b>	<b>Lower</b>	<b>5.1</b>
<b>Encourage adoption and expansion of green and emerging technologies where feasible.</b>	<b>Lower</b>	<b>6.5</b>