

COUNTY OF KENDALL, ILLINOIS
BUDGET & FINANCE COMMITTEE
Meeting Minutes for Thursday, September 14, 2017

Call to Order

Committee Chair John Purcell called the Budget and Finance Committee to order at 5:30p.m.

Roll Call

| Attendee | Status | Arrived | Left Meeting |
|-------------------|---------------|----------------|---------------------|
| John Purcell | Present | | |
| Lynn Cullick | Present | | |
| Bob Davidson | Present | | |
| Matt Kellogg | Present | | |
| Matthew Prochaska | Present | | |

Others Present: Latreese Caldwell, Jill Ferko, Scott Koepfel

Approval of Agenda – Member Prochaska made a motion to approve the agenda with the change of moving FY18 Set Budget Hearing Dates as the first item under Business, second by Member Cullick. **With five members voting aye, the amended agenda was approved by a vote of 5-0.**

Approval of Meeting Minutes from August 24, 2017 – Member Prochaska made a motion to approve the minutes from August 24, 2017, second by Member Kellogg. **With five members voting aye, the minutes were approved by a vote of 5-0.**

Claims Review and Approval – Member Prochaska made a motion to forward the Approval of Claims in an amount not to exceed \$1,564,797.83, Coroner Claims in an amount not to exceed \$2,409.99, and September Grand Juror Claims in an amount not to exceed \$523.84, second by Member Cullick. **With five members present voting aye, the motion passed by a vote of 5-0.**

Department Head and Elected Official Reports – None

Items from Other Committees

Legislation – Member Prochaska reported that at the September 24, 2017 UCCI Executive Committee meeting, they will be discussing the revenue grant. Member Prochaska will update the committee at the next meeting on the UCCI discussion.

Items of Business

- ***FY18 Budget – Set Budget Hearing Dates*** – Discussion on potential dates for the Budget presentations. **There was consensus by the committee to hold the presentations on September 26, 2017 from 11:15a.m. - 3:00p.m. and on September 29, 2017 from 9:15a.m. – 1:00p.m.**
- ***Determination of budget line account and Approval of payment for Cyber Liability Insurance invoice #31141 in the amount of \$6,148.00 from Wine Sergi Insurance Group*** –

Member Kellogg made a motion to approve payment of the Cyber Liability invoice #31141 in the amount of \$6,148.00 from line item #1002-000-6710, second by Member Prochaska. **With all present voting aye, the motion carried by a 5-0 vote.**

- ***Approval of a budget line item transfer in the Fiscal Year 2017 budget to Treasurer/Salaries – Deputy Treasurers in the amount of \$25,000*** – Discussion on the transfer of funds from the Administration Office budget to the Treasurer’s Office Treasurer/Salaries – Deputy Treasurer’s line item in the amount of \$25,000. Discussion on why the Treasurer is requesting the transfer, the requirement by state statute to have a resolution amending the Treasurer’s budget, increasing the Treasurer’s budget, or transferring the funds from another line item. There was also discussion on other budgets that might need to be amended because items were also paid out of the contingency fund.

Member Prochaska made a motion to amend the budget for all items entered into contingency, and also to increase the Treasurer’s salary line by \$25,000, second by Member Cullick. **With five members present voting aye, the motion carried.**

Ms. Ferko will have the resolutions for the all of the amendments needed, available for the County Board meeting on September 19, 2017.

- ***Approval of an amount not to exceed \$7,000 from Courthouse Restoration fund line 8502-000-6650 to be used for a larger Uninterrupted Power Supply (UPS) System for the Historic Courthouse instead of adding a backup generator as approved in the FY2017 budget*** – Member Kellogg made a motion to approve an amount not to exceed \$7,000 from Courthouse Restoration fund line 8502-000-6650 to be used for a larger Uninterrupted Power Supply (UPS) System for the Historic Courthouse instead of adding a backup generator as approved in the FY2017 budget, second by Member Prochaska. **With five members present voting aye, the motion carried.**

Approval of the paving contract with Builders Paving LLC for the Public Safety Center lot as listed in the FRB dated August 2017 in the amount of \$29,059.00 from line number 0102-100-9101 including stripping – Discussion on the need to repave both parking lots, the bids, and the funding for the projects. Member Davidson made a motion to approve an amount not to exceed \$29,059 from line 0102-100-9101 to be used for paving the Public Safety Center parking lot with stripping, second by Member Kellogg. **With five members present voting aye, the motion carried.**

- ***Discussion of the purchase of annual subscription services of FOIA Software from GovQA Public Records Management System in an amount not to exceed \$16,200 annually and a one-time installation fee of \$3,000*** – Scott Koeppel and Gina Hauge reviewed the proposal with the committee and stressed that the software would save staff time in responding to FOIA’s, gathering and preparing data for compliance with FOIA requirements, and assist with legal review because of the ability to share and access records electronically with this system.
- ***Discussion on 27th Payroll*** – Item tabled to the next meeting

Public Comment – None

Questions from the Media – None

Items for Committee of the Whole - None

Items for the County Board

- *Approval of Claims in an amount not to exceed \$1,564,797.83, Coroner Claims in an amount not to exceed \$2,409.99, and September Grand Juror Claims in an amount not to exceed \$523.84*
- *Approval to amend the budget for all items entered into the contingency, and also to increase the Treasurer's salary line by \$25,000*
- *Approval of an amount not to exceed \$7,000 from Courthouse Restoration fund line 8502-000-6650 to be used for purchase of a larger Uninterrupted Power Supply (UPS) System for the Historic Courthouse*
- *Approval of the paving contract with Builders Paving LLC for the Public Safety Center lot as listed in the FRB dated August 2017 in the amount of \$29,059.00 from line number 0102-100-9101 including stripping*

Executive Session – Not needed

Adjournment – Member Cullick made a motion to adjourn the Budget and Finance Committee meeting, second by Member Prochaska. **The meeting was adjourned at 6:49p.m. by a 5-0 vote**

Respectfully submitted,

Valarie McClain
Administrative Assistant and Recording Secretary