

COUNTY OF KENDALL, ILLINOIS
BUDGET & FINANCE COMMITTEE
Meeting Minutes for Thursday, May 27, 2021

Call to Order – Committee Chair Matt Kellogg called the Budget and Finance Committee to order at 5:12p.m.

Roll Call

Attendee	Status	Arrived	Left Meeting
Amy Cesich	Present		
Brian DeBolt	Here		5:27p.m.
Scott Gengler	Here		
Scott Gryder	EXCUSED		
Matt Kellogg	Yes		

Others Present – Latreese Caldwell, Matt Kinsey, Scott Koepfel

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

Roll Call Vote

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

With four members present voting aye, the motion carried.

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

Roll Call Vote

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

With four members present voting aye, the motion carried.

Items of Business

- *Discussion and Approval of a 3-Year Contract with Survey Monkey for Apply Pro Site for American Rescue Plan Grant Applications – Motion made by Member DeBolt, second by Member Gengler.*

Mr. Koeppel stated that he asked Mr. Kinsey to research portal options for an application online process for collecting information for the ARP grant applications.

Member Kellogg said that this will assist the committee in pinpointing the qualification answers from applicants for grant fund requests.

Mr. Kinsey briefed the committee on the cloud-based company, the application and other possible uses for the application (ex. Collecting Senior Levy Grant Application information).

Discussion on the specifics of the application, eligible applicants, the target group, and the primary areas eligible for grant funding such as Small Business, Lost Revenue, Water Resources, Broadband, and Infrastructure. Next steps for the committee are to determine the break-out areas for the ARP funds, and to designate the amount of funding available for each area.

Member Gengler made a motion to forward the item to the County Board for approval, second by Member Kellogg.

ROLL CALL VOTE

Amy Cesich	Yes
Scott Gengler	Yes
Matt Kellogg	Yes

With three members present voting aye, the motion carried.

- *Discussion and Approval of Finance & Budget Coordinator Job Description – Mr. Koeppel reported that he had discussed two positions from ARP Grant funds, but that the EDC position has been dropped for now.*

Mr. Koeppel explained that the Finance and Budget Coordinator position would serve as a finance and budget analyst, as well as the PCOM for the Kendall Area Transit program. This position will report to the Deputy Administrator and their work will focus on the Kendall Area Transit grants, the Revolving Loan Fund, and the American Rescue Plan Act Grant funds.

The position will be grant funded through 2024 (possibly 2026), and the salary range is \$75,000-\$85,000.

Member Gengler made a motion to forward the item to the County Board for approval, second by Member Kellogg.

Amy Cesich	Yes
Scott Gengler	Yes
Matt Kellogg	Yes

With three members present voting aye, the motion carried.

- ***Discussion of the American Rescue Plan Act of 2021*** – Mr. Kellogg said that the guidelines from the Treasury are coming out in stages, and Administration staff continue to monitor those guidelines.

Eligible expenditure areas and recipients include revenue recovery, individual assistance, business assistance, Economic Development, public facilities and schools, Transportation entities, Infrastructure, Regional collaboration and Not-for Profit assistance.

Mr. Kellogg said that this discussion will continue as the committee receives additional guidelines on how to dispense the funds. The County Treasurer informed Mr. Kellogg that the first installment of over \$12.5 million dollars was received last week, and is being deposited between three County bank accounts. Auditors Mack & Associates will assist the County in compliance of the federal guidelines.

Mr. Koeppel stated that Latreese Caldwell is busy calculating cost revenues, and verifying data with auditors Mack & Associates.

Department Head and Elected Official Reports – None

Items from Other Committees – None

Public Comment – None

Questions from the Media - None

Items for the June 1, 2021 County Board Meeting

- *Approval of Claims*
- *Discussion and Approval of a 3-Year Contract with Survey Monkey for Apply Pro Site for American Rescue Plan Grant Applications*
- *Discussion and Approval of Finance & Budget Coordinator Job Description*
- *Discussion of American Rescue Plan Act funds*

Items for the June 10, 2021 Committee of the Whole Meeting - None

Executive Session – Not needed

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

Matt Kellogg	Yes
Scott Gengler	Yes
Amy Cesich	Yes

With three members present voting aye, the meeting was adjourned at 5:56p.m. by a roll call vote of 3-0.

Respectfully submitted,

Valarie McClain
Administrative Assistant and Recording Secretary