

**COUNTY OF KENDALL, ILLINOIS**  
**BUDGET & FINANCE COMMITTEE**  
**Meeting Minutes for Thursday, March 10, 2022**

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**Call to Order** – Committee Chair Matt Kellogg called the Budget and Finance Committee to order at 5:16p.m

**Roll Call**

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

**Others Present** – Latreese Caldwell, Jennifer Karales, Scott Koepfel

**Approval of Agenda** - Member Gryder made a motion to approve the agenda, second by Member Cesich. **With five members present voting aye, the motion carried.**

**Approval of Claims** – Member Gryder made a motion to forward the claims to the County Board for approval, second by Member DeBolt. **With five members present voting aye, the motion carried by a vote of 5-0.**

**Department Head and Elected Official Reports** – Scott Koepfel

**Items of Business**

- *Discussion and Approval of Full-Time Deputy Coroner Position* – Chief Deputy Coroner provided information on the proposed new position, the increase of cases, the shortage of staff, and the need for an additional full-time person to assist with the caseload, additional paperwork required for each case, and to provide office coverage when available. Chief Deputy Gotte reviewed the proposed salary and ARPA funding source, and the job description for the position. Gotte said the hope is to have the new person begin on April 4, 2022.

Member Cesich made a motion to forward the item to the County Board for approval on March 15, 2022, second by Member Gengler. **With five members present voting aye, the motion carried by a vote of 5-0.**

- *Discussion of Oswego Low Income Housing Tax Credits, and GAP Financing* – Mr. Koepfel reviewed the information received from the Illinois Housing Authority informing the County that the developer for the proposed Gemini Senior Living on Wolf’s Crossing Road and Douglas Road in Oswego applied for financing under the IHDA program for low income housing tax credit, and GAP financing.

Mr. Koeppel also reported that the developer of DeVille Manor, on the NE corner of Wiesbrook Drive and Fifth Street in Oswego, also applied for financing under IHDA program for low income housing tax credit, taxable bonds, and GAP financing.

- *Approval of American Rescue Plan Act Claims* – Mr. Koeppel stated that all ARPA claims must be approved by the County Board, and that the Finance Committee needed to forward the following claims from October 15, 2021, October 19, 2021, November 10 2021, November 16, 2021, January 31, 2022, February 15, 2022 and February 28, 2022.

Member DeBolt made a motion to forward the ARPA claims to the County Board for approval, second by Member Cesich. **With five members present voting aye, the motion carried by a vote of 5-0.**

Mr. Koeppel reviewed list of ARPA Expenditures running total as of March 1, 2022. Discussion on the “ARPA wish list” and potential non-profit applicants if the Board chose to open applications and funding for that category.

- *Discussion and Approval of American Rescue Plan Act External Entities Policy and Procedures* – Jennifer Karales reviewed the proposed ARPA Kendall County Policy and Procedures for External Entities and the flowchart showing the process for reviewing and assessing External ARPA Applications with the committee.

Member Cesich made a motion to forward the item to the County Board for approval, second by Member DeBolt. **With five members present voting aye, the motion carried by a vote of 5-0.**

- *Discussion of Historic Courthouse Window Replacement Project and Budget* – Mr. Koeppel reviewed the memo from Facilities Director Jim Smiley, and stated that the Facilities Management Committee was requesting an additional \$29,500 to complete the four upper windows in the Historic Courthouse. Mr. Smiley had originally budgeted \$96,475.00 to replace the remaining four windows that require a lift to install. Doing all four windows at the same time would eliminate the need to rent the lift another time.

Member Gryder made a motion to forward the item to the County Board for approval, second by Member DeBolt. **With five members present voting aye, the motion carried by a vote of 5-0.**

**Public Comment** – None

**Questions from the Media** – None

**Action Items for County Board**

- *Approval of Claims*
- *Approval of Full-Time Deputy Coroner Position*

- *Approval of American Rescue Plan Act Claims from October 15, 2021, October 19, 2021, November 10 2021, November 16, 2021, January 31, 2022, February 15, 2022 and February 28, 2022*
- *Approval of American Rescue Plan Act External Entities Policy and Procedures*
- *Approval of Historic Courthouse Window Replacement Project and Budget*

**Items for Committee of the Whole Meeting** - None

**Executive Session** – Not needed

**Adjournment** – Member DeBolt made a motion to adjourn the Budget and Finance Committee meeting, Member Gryder seconded the motion. **With five members present voting aye, the meeting was adjourned at 6:01p.m. by a vote of 5-0.**

Respectfully submitted,

Valarie McClain  
Administrative Assistant and Recording Clerk