

COUNTY OF KENDALL, ILLINOIS
BUDGET & FINANCE COMMITTEE
Meeting Minutes for Thursday, September 29th 2022

Call to Order – Committee Chair Matt Kellogg called the Finance Committee to order at 5:20 p.m.

Roll Call

Attendee	Status	Arrived	Left Meeting
Amy Cesich	Here		
Brian DeBolt	Here		
Scott Gengler	Here		
Scott Gryder	Here		
Matt Kellogg	Here		

Others Present – Jennifer Karales via Remote, Scott Koeppel, Latreese Caldwell, Coroner, Jackie Purcell, Chief Deputy Coroner, Levi Gotte.

Approval of Agenda – Member DeBolt made a motion to approve the agenda, second by Member Cesich. **With five members present voting aye, the motion carried by a vote of 5 - 0.**

Approval of Minutes – Member Gengler made a motion to approve the meeting minutes from September 8th and September 15th, 2022 second by Member DeBolt. **With five members present voting aye, the motion carried by a vote of 5 - 0.**

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

Items of New Business

- *Discussion and Approval of New Vehicle for Coroner Office* – Coroner Purcell updated the committee on the challenges they are having finding a replacement vehicle because the vehicles on the lots are selling so quickly. Their current 18-year-old vehicle is no longer dependable. She presented three comparison options of a vehicle that would fit their needs but all three have already been sold. But she is confident in finding a similar vehicle within the next few weeks.

Chair Kellogg mentioned the need to stay under a \$30,000 threshold because anything over would have to go to bid. He said half of the cost could come out of public safety capital and a budget adjustment be done so the vehicle can still be purchased this year. Ms. Purcell stated she could cover the remaining \$15,000 out of special fees.

Mr. Koepfel mentioned if the Finance committee moves not to exceed \$15,000 from public safety capital be could add this to the list for a budget revision.

Member Cesich made a motion not to exceed \$15,000 from public safety capital and add this item to the list for budget revision, second by Member DeBolt. **With five members present voting aye, the motion carried by a vote of 5 - 0.**

- *Historic Preservation CLG Grant Discussion* – Mr. Koepfel stated the grant is for the Historic Preservation Commission to complete a historic survey at a couple townships in the county. He said the grant was approved by the County Board and there is a local match of approximately \$13,000 for the County to pay to do the grant.

Mr. Koepfel said this item was included for a budget revision due to timing of the grant so they can start the work this year. Approximately \$13,000 can be taken out of the general fund.

Motion made by member Cesich to amend the budget to add this item for a budget revision, second by member Gryder. **With five members present voting aye, the motion carried by a vote of 5 - 0.**

- *FY 22-24 American Rescue Plan Act (ARPA) Budget Discussion* – Mr. Koepfel reported that the contract for grant services from the communities is over the bid threshold. And according to Jim Web at the State Attorney's office it is not something that is exempt from bidding for grant services. Mr. Koepfel said he will need to put together a short bid with exact specifications for someone who could do the grant work for us and asked the committee for permission to prepare the bid to send to the County Board. **There was consensus by the committee to have a bid put together for grant work.**

Mr. Koepfel shared with the committee a couple ARPA items including requests from the Ken Com Board to change the 2-1-1 agreement:

- Revise the non-profit wording on the grant application and change the budget, but not the amount, by condensing eight line items to four which will create more flexibility to pay for different items. Mr. Koepfel and the committee were both in acceptance with these changes.

There was an issue with the claw back language. The 2-1-1 Board requested removing the clause "repayment of all grant funds be dispersed to the grantee if they are not in good standing as a non-profit, or certain things happen such as gross misuse of the funds". Mr. Koepfel stated this was already drafted by the State's Attorney office and this would be a policy change not a legal change. After a discussion the committee decided to deny the request to remove the language, due to fairness to the other non-profits. Mr. Koepfel will report the committee's decision to the Ken Com Board.

- Health Department ARPA Request: The committee went over the Health Department's fund balance comparison for FY19 – FY22 which was included in the packet that Chair Kellogg requested at the last meeting. The Health Department is asking to take \$94,000 out of the \$400,000 budgeted ARPA money to supplement salaries of employees through the end of the year. These employees were already here before Covid.

Mr. Kellogg is not in favor of salaries funded out of ARPA because salaries were not the intent for ARPA. He said if the Health Department can come up with another ARPA related capital project he would consider it. He is in favor of holding \$150,000 in the budget for ARPA in case of Covid related needs.

Mr. Koepfel recommends changing the Vax room at the Health Department to TBD and change the number to \$200,000.

Mr. Kellogg discussed other ARPA budget projects included in their packets with the committee. Kendall Township, the Forest Preserve District, the issue with Oswego's new water source, and Yorkville's IGA with the Drainage District were discussed.

- *Fiscal Year 2023 Budget Discussion* – Chair Kellogg went over the charts for General Fund FY 22 vs. FY 23 Salaries with the committee, included in their packet. He said the Department heads are asking for step raises, salaries for new positions, increases to salaries greater than 3% and approval of step increases. The committee gave their thoughts and opinions.

Mr. Kellogg discussed with the committee the Circuit Clerk's request for new salaries for four positions. He will ask the Circuit Clerk to prioritize the four positions and invite him and the Probation Director to next Finance meeting to present their need for these positions. Mr. Kellogg said he will most likely approve one or two of the positions.

The committee also discussed the General Fund Revenue and Expenditure charts.

Old Business – None

Department Head and Elected Official Reports – None

Public Comment - None

Questions from the Media - None

Chairman's Report - None

Review Board Action Items

- Claims

Executive Session – Not needed

Adjournment – Member Debolt made a motion to adjourn the Budget and Finance Committee meeting, second by Member Gryder. **With five members present voting aye, the meeting was adjourned at 7:00 p.m. by a vote of 5 - 0.**

Respectfully submitted,

Sandy Washkowiak
Administrative Assistant