

**COUNTY OF KENDALL, ILLINOIS**  
**FINANCE & BUDGET COMMITTEE**  
**Meeting Minutes for Thursday, March 28, 2024**

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**Call to Order** – Committee Chair Scott Gengler called the Finance & Budget Committee meeting to order at 4:06 p.m.

**Roll Call**

<b>Attendee</b>	<b>Status</b>	<b>Arrived</b>	<b>Left Meeting</b>
Scott Gengler	yes		
Brian DeBolt	yes		
Matt Kellogg	absent		
Jason Peterson	absent		
Seth Wormley	yes		

**With three (3) members present a quorum was established.**

**Staff Present** – Christina Burns, Latreese Caldwell, Jennifer Karales

**Approval of Agenda** – Member DeBolt made a motion to approve the agenda, second by Member Wormley. **With three (3) members present voting aye, the motion carried by a vote of 3 - 0.**

**Approval of February 29, 2024 Finance & Budget Committee Meeting Minutes** – Member Wormley made a motion to approve the minutes, second by Member DeBolt. **With three (3) members present voting aye, the motion carried by a vote of 3 - 0.**

**Approval of Claims** – Member DeBolt made a motion to forward the approval of the claims to the next County Board meeting, second by Member Wormley. **With three (3) members present voting aye, the motion carried by a vote of 3 - 0.**

**Committee Reports and Updates**

- A. **Personnel Reports** - Treasurer Jill Ferko provided to the committee the Treasurer’s Employee Status Report and is included in the packet starting on page 5. The Committee members had no questions regarding the report provided.
  
- B. **FY24-26 ARPA Fund** – Financial Analyst Jennifer Karales provided to the committee the American Rescue Plan overview of outstanding projects for external entities which include the amount awarded, balance remaining and the date that the remaining funds need to be spent. The report can be found on page 7 of the packet. Chair Gengler asked a question concerning the work that has been completed on Rob Roy Drainage District ditch work. Ms. Karales stated that she will have more information from Yorkville in April. All funds must be spent by December 20, 2024.
  
- C. **Budget Amendment Tracking** – Financial Analyst Jennifer Karales briefed the committee of a fiscal impact from the change in the employment agreement with Veterinarian Dr. Schlapp, an additional \$8500 for the year plus applicable payroll contributions (page 8), this will be a budget amendment.

## New Committee Business

### A. \*DISCUSSION: Opioid Fund

The Coroner's office has requested \$1300 from the Opioid fund for the Drug Take Back Night, which will include public education relating to drug disposal. The application can be found starting on page 9 of the packet.

Member Wormley made a motion for Approval of the Coroner's Opioid Application, second by Member DeBolt. **With three (3) members present voting aye, the motion carried 3 - 0.**

### B. \*MOTION (Forward to County Board ): Approval of 2024-2026 Auditing RFP

Deputy Administrator Latreese Caldwell explained to the committee that the 2024-2026 Auditing RFP does not need to have a motion for approval to forward to the County Board but can be approved here in committee. Kendall County has contracted for auditing services with Mack & Associates through FY 2023. Ms. Caldwell went through the proposed timeline for the auditing RFP process and the dates anticipated to complete the RFP (page 14 of packet). Audit RFP was conducted in 2008, 2015, 2021. The RFP will be posted on our website, ads will run in the newspaper and sent notifications to prior responders and current auditor a copy of the RFP. The RFP can be found starting on page 15 of the packet. A working group made up of the Finance & Budget committee members along with Administration staff will review the applicants using a scoring matrix. Attachments to the RFP include Proposer Guarantees and Warranties (Attachment A -pg. 31), Total All-Inclusive Maximum Price (Attachment B- pg.32), Rates by Partner, Manager, Supervisory, Staff and Specialist (Attachment C- pg. 33).

### C. \*MOTION (VV): Discussion and Approval of Kendall County Health Department Community Resource Specialist

Financial Analyst Jennifer Karales explained that a request came in from the KC health department to change a position from a Grants Specialist to a Community Resource Specialist. They have staff person in place and would like to use the ARPA funds to be used for this position (page 37 of packet). The Finance Committee had originally approved the Grants Specialist position, so approval is needed on this change. All committee members were in consensus to approve the change, three members voting aye.

### D. \*MOTION (Forward to County Board): Discussion and Approval of an Ordinance Establishing Salary for the Kendall County Circuit Clerk FY4-FY27

Financial Analyst Jennifer Karales provided to the committee the compensation history for elected officials, and what the County Circuit Clerk and Coroner current salaries are and the projections of a 2%, 2.5%, 3% and 3.5% increase (page 38 of packet). She is asking the committee for their recommendation for the County Circuit Clerk salary going forward for the next four years. State Statute requires the compensation of local government... shall be fixed at least 180 days before the beginning of the terms of the officers whose compensation is to be fixed (50 ILCS 145/2). The deadline for approval of salaries is June 4, 2024. Discussion by the committee continued on the various scenarios for increasing the salaries for Circuit Clerk and County Coroner. The committee has asked staff to research what other counties are paying their Circuit Clerk and Coroner positions and bring back to the April meeting. Ms. Burns stated that UCCI has conducted a study of salaries which include only counties that participated and gave them this information. This information can also be used to help determine the salary recommendations. The comparable counties should be based on geography, population and supervisory (employee staff numbers) responsibilities. Ms. Burns suggested that staff begin work on a methodology for how salaries are set. The approval of an Ordinance Establishing Salary for the Kendall County Circuit Clerk FY24-27 will be tabled until the April meeting.

**E. \*MOTION (Forward to County Board):** Discussion and Approval of an Ordinance Establishing Salary for the Kendall County Coroner FY24-FY27

The discussion for the approval of an Ordinance establishing salary for the Kendall County Coroner has been tabled until the April meeting.

**F. \*MOTION (Forward to County Board):** Review, Discussion and Approval of 2024 Senior Levy

Financial Analyst Jennifer Karales briefed the committee that there is \$363,000 to allocate and request from applicants total \$417,000. All applications were submitted online and emailed to the committee; the summary begins on page 39 of the packet. The discussion centered on the dollar requests from each applicant. A member asked if the amount that Kendall County allocates for the Senior Levy be increased. The Senior Levy is determined in the budget discussion for 2025 in the fall of 2024, which will affect the overall budget. The Finance & Budget committee approved that the seven applicants will each receive the same amount that they received last year.

Community Nutrition Network	\$ 32,500
Fox Valley Older Adult Services	60,000
Kendall Area Transit	45,500
Oswegoland Seniors, Inc.	75,000
Prairie State Legal Services	10,000
Senior Services Associates, Inc.	128,000
VNA Health Care	12,000
<b>Total</b>	<b>\$ 363,000</b>

Member Wormley made a motion for Approval of 2024 Senior Levy to be the same as FY2023 and be forwarded to County Board meeting, second by Member Gengler. **With three (3) members present voting aye, the motion carried 3 - 0.**

**G. \*MOTION (Forward to County Board):** Amendment to Pivot Tech Agreement

County Administrator Christina Burns briefed the committee that the County was awarded \$15 million dollars to build a broadband network. The request is to use \$1.5 million dollars of ARPA funds to pay for the predevelopment costs associated with this project.

Ms. Burns stated that Pivot Tech does need to proceed with some pre-development parts of the project as this project is moving fast. The CKCC committee is looking into possibly turning this into a loan towards the project companies in the hope to recoup some of the costs.

Member Wormley made a motion for Approval of Amendment to Pivot Tech Agreement to be forwarded to County Board meeting, second by Member DeBolt. **With three (3) members present voting aye, the motion carried 3 - 0.**

**Old Committee Business** – None

**Chairman’s Report** – None

**Public Comment** – None

**Executive Session** - For the purpose of the review of discussion of minutes of meetings lawfully closed under the Open Meetings Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06, 5ILCS 120-2/21.

Member DeBolt made a motion to move into Executive session, second by Member Wormley. With three (3) members voting aye, the motion was carried by a vote of 3-0.

**Items for County of the Whole** – None

**Items for County Board**

- Approval of Claims
- Approval of 2024 Senior Levy
- Amendment to Pivot Tech Agreement

**Adjournment** – Member DeBolt made a motion to adjourn the Finance and Budget Committee meeting, second by Member Wormley. **With three (3) members present voting aye; the meeting was adjourned at 5:15 p.m. by a vote of 3-0.**

Respectfully submitted,  
Sally A. Seeger  
Administrative Assistant and Recording Clerk