

**COUNTY OF KENDALL, ILLINOIS**  
**FINANCE & BUDGET COMMITTEE**  
**Meeting Minutes for Thursday, August 29, 2024**

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**Call to Order** – Committee Chair Scott Gengler called the Finance & Budget Committee meeting to order at 4:03 p.m.

**Roll Call**

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

**With four (4) members present a quorum was established.**

**Staff Present** – Christina Burns, Latreese Caldwell, Jennifer Karales, Dave Guritz, Antoinette White

**Approval of Agenda** – Member DeBolt made a motion to approve the agenda, second by Member Kellogg. **With four (4) members present voting aye, the motion carried by a vote of 4 - 0.**

**Approval of Minutes** – Member Kellogg made a motion to approve the minutes from June 27, 2024, second by Member DeBolt. **With four (4) members present voting aye, the motion carried by a vote of 4 - 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 Kellogg. **With four (4) members present voting aye, the motion carried by a vote of 4 - 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 (Page 6).

**New Committee Business**

**A. FY24-26 ARPA** – Financial Analyst Jennifer Karales provided to the committee the American Rescue Plan overview of ARPA financial report (page 8 of packet). She reported \$2,274,409 is the remaining balance with most of this fund already allocated. Discussion on whether allocated funds if not used can be used for other projects, this can be done as long as project meets the criteria set forth by ARPA.

**B. ARPA Treasury Reporting Status Filing** - Financial Analyst Jennifer Karales briefed the committee that ARPA treasury report was filed on-time, and the report is included in the packet (page 9).

**C. Opioid Settlement Status Filing** - Financial Analyst Jennifer Karales briefed the committee that as of July 31, 2024 the reporting for the funds has moved to an online process. The filing report can be found in the packet starting on Page 11.

**D.\*MOTION (VV) Approval of FY2024 Opioid Fund Applications** - Financial Analyst Jennifer Karales reported that no new applications have been requested for the past month.

**E.\*MOTION (Forward to County Board) Approval of Resolution for the Kendall Area Transit Program on behalf of Kendall County, Illinois, authorizing the County Administrator to execute the purchase of used vehicles not to exceed \$80,000**

This agenda item pertains to the procurement of 14-seat passenger vans. Ms. Karales informed the committee that the KAT program is experiencing challenges in acquiring new vehicles, and the existing fleet requires repairs. The program is currently awaiting the delivery of two buses and one electric vehicle from IDOT, with an estimated arrival date in 2025. Approval of this resolution will authorize the county administrator to move forward with the purchase of buses without facing time constraints.

Member Kellogg made a motion for Approval of Resolution for the Kendall Area Transit Program on behalf of Kendall County, Illinois, authorizing the County Administrator to execute the purchase of used vehicles not to exceed \$80,000 to be forwarded to the next County Board meeting, second by Member DeBolt. **With four (4) members present voting aye, the motion carried by a vote of 4 - 0.**

**F.\*MOTION (VV) Approval of Accounts Payable Position estimated salary \$60,000 annually**

County Administrator Christina Burns informed the committee that the Accounts Payable (AP) responsibilities are being transferred from the Clerk's office to the Administration office. The Administration is seeking to recruit a financial analyst with a more advanced skill set than that of a clerk, as this aligns with the ongoing development of the finance division. An abbreviated job description is included in the packet, and this will then be sent to HR to develop a full job description.

Member Kellogg made a motion for Approval of Accounts Payable Position estimated salary \$60,000 annually, second by Member Wormley. **With four (4) members present voting aye, the motion carried by a vote of 4 - 0.**

**G.FY24 Budget Calendar**

Chair Gengler informed the rest of the committee on the budget meetings with various departments that are coming up. Meetings are going well with the departments and their presentations will be held on September 20, 2024. The committee members were encouraged to put this on their calendars and make themselves available for this full day of budget hearings.

**Old Committee Business** – None

**Chairman's Report** – Chair Gengler stated the elected officials and department head meetings are going well. Still working with the Sheriff's department on an ordinance.

**Public Comment** – None

**Executive Session** - None

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

**Items for County Board**

- Claims
- Approval of Resolution for the Kendall Area Transit Program on behalf of Kendall County, Illinois, authorizing the County Administrator to execute the purchase of used vehicles not to exceed \$80,000

**Adjournment** – Member Kellogg made a motion to adjourn the Finance and Budget Committee meeting, second by Member DeBolt. **With four members present voting aye; the meeting was adjourned at 4:22 p.m. by a vote of 4 - 0.**

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