



COUNTY OF KENDALL, ILLINOIS
FINANCE AND BUDGET
Kendall County Historic Courthouse
110 W. Madison Street- 3rd Floor, Yorkville, IL 60560
Thursday, February 27, 2025 at 4:00 p.m.
MEETING AGENDA

1. Call to Order
2. Roll Call: Scott Gengler (Chairman), Brian DeBolt, Matt Kellogg, Seth Wormley, Ruben Rodriguez
3. Approval of Agenda
4. Approval of Minutes from January 30, 2025 Finance and Budget Committee Meeting ([Pg.2](#))
5. Approval of Claims
6. Committee Reports and Updates
 - A. Personnel Reports ([Pg.5](#))
 - B. ARPA Update ([Pg.6](#))
7. New Committee Business
 - A. **Motion (VV)**: Approval of Credit Card for Nancy Villa, Administrative Executive Assistant, for the amount of \$350 for Notary purposes
 - B. **Motion (VV)**: Approval of Credit Card for Terry Fenoglio, Deputy Coroner, for the amount of \$2500.00
 - C. Discussion of FY26 Budget Calendar ([Pg.7](#))
 - D. **Motion (VV)**: Approval of FY2025 Opioid Fund Applications ([Pg.8](#))
8. Old Committee Business
9. Chairman's Report
10. Public Comment
11. Executive Session
12. Items for Committee of the Whole
13. Action Items for County Board
14. Adjournment

If special accommodations or arrangements are needed to attend this County meeting, please contact the Administration Office at 630-553-4171, a minimum of 24-hours prior to the meeting time

COUNTY OF KENDALL, ILLINOIS
FINANCE & BUDGET COMMITTEE
Meeting Minutes for Thursday, January 30, 2025

Call to Order – Committee Chair Scott Gengler called the Finance & Budget Committee meeting to order at 4:02 p.m.

Roll Call

Attendee	Status	Arrived	Left Meeting
Scott Gengler	Here		
Brian DeBolt	Here		
Matt Kellogg	Here		
Ruben Rodriguez		4:26 p.m.	
Seth Wormley	Here		

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

Staff Present – Christina Burns, Latreese Caldwell, Jennifer Breault, Amber Garry, Sheriff Dwight Baird

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

Approval of Minutes – Member DeBolt made a motion to approve the minutes from September 26, 2024, second by Member Kellogg. **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 on page 4.
- B. **ARPA Filing Update** – Finance and Budget Analyst Jennifer Breault provided the committee with an overview of the ARPA filing status report, which can be found on page 6 of the packet. This quarterly report indicates that no funds will need to be returned, and all allocated resources have been fully obligated.
- C. **Opioid Filing Update** - Finance and Budget Analyst Jennifer Breault provided the committee with an overview of the required Opioid Settlement Fund Quarterly report, which can be found on page 7 of the packet. When inquired about the recipient of the report, she responded that it was submitted to the Office of the Attorney General.

New Committee Business

- A. **Appointment of Finance and Budget Committee Vice Chair**
Chairman Gengler made a motion to nominate Seth Wormley for the position of Vice Chair of the Finance and Budget Committee, seconded by Member DeBolt. All members voted aye; the motion passed.

B. Approval of Ordinance Abating the Taxes levied for the Year 2024 Payable 2025 to Pay Debt Service on General Obligation Bonds (Alternate Revenue Source) Series 2016, 2017, 2019B for the County of Kendall, Illinois

This is an annual occurrence for the bonds that are paid for the County Courthouse. Abate \$3,366,860 property taxes levied for 2024 to pay debt service for Series 2016, 2017, & 2019B General Obligation Bonds (Alternate Revenue Source). Deputy Administrator Latreese Caldwell indicated that, in response to inquiries regarding the duration of the current initiative, it is projected to conclude in 2027.

Member DeBolt made a motion for to forward to next County Board the Approval of Ordinance Abating the Taxes levied for the Year 2024 Payable 2025 to Pay Debt Service on General Obligation Bonds (Alternate Revenue Source) Series 2016, 2017, 2019B for the County of Kendall, Illinois, second by Member Kellogg. **With four (4) members present voting aye, the motion carried by a vote of 4 - 0.**

C. Approval of Budget Amendment for the Sheriff's Office and Corrections Command Staffs' Salary Adjustment in an amount not to exceed \$109,970

Chair Gengler invited Sheriff Dwight Baird to present information regarding this request. Sheriff Baird provided the committee with a briefing, located on page 17 of the packet, outlining the necessity for salary adjustments. The Sheriff's Office recommends implementing a revised compensation structure to enhance the competitiveness of these command positions, thereby ensuring that the most qualified candidates are motivated to apply for higher leadership roles.

Member Kellogg made a motion to forward to next County Board the Approval of Budget Amendment for the Sheriff's Office and Corrections Command Staffs' Salary Adjustment in an amount not to exceed \$109,970, second by Member DeBolt. **With four (4) members present voting aye, the motion carried by a vote of 4 - 0.**

D. Approval of Senior Levy Award Process

Chair Gengler informed the committee that the annual funding process is underway and inquired whether any members wished to propose changes to the procedures used last year. An allocation of \$406,500 from the FY2025 budget is designated for organizations that support senior citizens in Kendall County. It was noted that applicants will not be required to present before the committee unless they belong to a newly formed board or if a new entity seeks funding and wishes to deliver a presentation. All submitted applications will be provided to the Finance and Budget Committee in March for final approval. The committee reached a consensus to continue with the existing process.

E. Approval of Opioid Applications

The Kendall County Judiciary and Sheriff's Office/Corrections submitted an application for the use of opioid funds. Applications provided in the packet starting on page 28.

Member DeBolt made a motion to approve both applications, second by Member Kellogg. **With four (4) members present voting aye, the motion carried 4 - 0.**

Old Committee Business –

Chair Gengler briefed the committee that the Coroner's Office reached out to ask about the approval process and if the opioid applications are approved at committee level or approved at County Board. He replied that the applications are approved at the committee level.

Chairman's Report – Chair Gengler asked Deputy Administrator Latreese Caldwell to introduce the newest member of the Administration Department Amber Garry to the committee. Ms. Garry is the newest Financial Analyst and will be taking over the Accounts Payable functions. Mr. Gengler requested that the Executive Session be moved to the end of the meeting .

Public Comment – None

Items for County of the Whole – None

Items for County Board -

- Claims
- Approval of Ordinance Abating the Taxes levied for the Year 2024 Payable 2025 to Pay Debt Service on General Obligation Bonds (Alternate Revenue Source) Series 2016, 2017, 2019B for the County of Kendall, Illinois
- Approval of Budget Amendment for the Sheriff's Office and Corrections Command Staffs' Salary Adjustment in an amount not to exceed \$109,970.

Executive Session - 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. Member Kellogg made a motion to enter Executive Session, second by Member DeBolt. **With four (4) members present voting, the motion was carried 4-0.**

Board Member	Status
Seth Wormley	Yes
Scott Gengler	Yes
Ruben Rodriguez	Arrived 4:26 p.m.
Matt Kellogg	Yes
Brian DeBolt	Yes

Open session reconvened at 4:28 p.m.

Adjournment – Member Wormley made a motion to adjourn the Finance and Budget Committee meeting, second by Member Rodriguez. **With five (5) members present voting aye; the meeting was adjourned at 4:29 p.m. by a vote of 5 - 0.**

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

Treasurer's Employee Status Report as of 02.08.25

Name	Department	Date	Job Title / Reason for Pay Change	Pay Rate	Budget Charged	GL Org
New Hires:						
Jack Lia	GIS	1/24/2025	Intern	\$15.00	GIS	131712
John DeLong	EMA	1/17/2025	Deputy Director	\$18.09	EMA	11000912
Jami Feeley	HHS	1/13/2025	Behavioral Health Clinician	\$62,500.00	HHS	120513
Ashley Winston	HHS	1/21/2025	Fiscal Project Specialist	\$55,000.00	HHS	120513
Kendelyn Bielawa	FP	1/21/2025	FP Horsemanship	\$15.00 / HR	FP	190011
Amber Garry	Admin	1/13/2025	Finance Analyst	\$60,000.00	Admin	11000530
Kevin Radley	Probation	1/21/2025	PT Drug Test Tech	20.00 / HR	Probation	11001618
Patty Kuhn	Clerk	1/13/2025	Deputy Clerk	\$42,000.00	Clerk	11000606
Renithea Donson	HHS	1/21/2025	HR Coordinator	\$62,500.00	HHS	120513
Arvionne Coleman	Probation	2/3/2025	Probation - PreTrial	\$48,761.06	Probation	11001618
Anna Castro	Circuit Clerk	1/27/2025	Circuit Clerk	\$33,412.50	Circuit Clerk	11000314
Union/Step Increases:						
Matthew Pulley	Corrections	1/27/2025	Increase from \$84,946.84 to \$89,092.90		Corrections	11002010
Amy Groveau	Corrections	2/4/2025	Increase from \$103,150,.02 to \$103,462.02		Corrections	11002010
William Craig	Corrections	2/6/2025	Increase from \$113,667.85 to \$ 113,979.85		Corrections	11002010
Timothy Swisher	Corrections	2/4/2025	Increase from \$103,150,.02 to \$103,462.02		Corrections	11002010
Title / Salary Changes:						
Brenda Benz	HR	1/15/2025	End of Probationary period	\$60,320.00	HR	11003131
Natalie Miller	SAO	1/31/2025	On Call Rotation	Increase from \$79,750 to \$83,000.00	SAO	11002120
Terry Fenoglio	Coroner	1/29/2025	Promotion	Increase from \$15.00 to \$30.00 / HR	Coroner	11000417
Scott McTurner	FP	1/25/2025	FT to PT			
Bobby Richardson	Sheriff	12/1/2024	County Board Approval	Increase from \$138,173 to \$153,642.69	Sheriff	11002009
Michael Peters	Sheriff	12/1/2024	County Board Approval	Increase from \$144,413 to \$160,017.69	Sheriff	11002009
Jason Langston	Sheriff	12/1/2024	County Board Approval	Increase from \$133,794 to \$ 149,168.50	Sheriff	11002009
Caleb Waltmire	Sheriff	12/1/2024	County Board Approval	Increase from \$126,421 to \$141,636.44	Sheriff	11002009
Kevin Vaclavik	Sheriff	12/1/2024	County Board Approval	Increase from \$123,760 to \$141,636.44	Sheriff	11002009
Terminations:						
Tracy Page	EMA	1/17/2025	Resignation EMA only		EMA	11000912
Tiffany Oladapo	HHS	1/17/2025	Resignation		HHS	120513
Lillie Flock	Animal Ctrl	1/31/2025	Resignation		AC	130101

American Rescue Plan Act (ARPA) Overview

2/27/2025

Beginning Balance		\$ 25,054,796
<u>Expenditures</u>		
1 FY21 Expenditures	\$ 2,389,878	
2 FY22 Expenditures	4,221,338	
3 FY23 Expenditures	14,320,639	
4 FY24 Expenditures	2,849,557	
5 FY25 Expenditures	15,163	
Total Expenditures Currently Spent		<u>23,796,575</u>
Current Balance		\$ 1,258,221

FY26 Budget Approval Calendar

	Date	Responsible Party/Meeting	Time	Task	
JUN	6/23/2025	Admin & User Departments/Offices		Prepare salary spreadsheets/narrative sheets	
	6/26/2025	Finance Committee	4:00pm	Establish FY26 Budget Criteria and authorize FY26-FY29 Capital Budget Process	
	6/30/2025	Administration		Send FY26 Budget Criteria and Capital Plan Process (FY26-FY29)	
JUL	7/1/2025	*DHEOs		End Users enter budgets and salaries	
	7/10/2025	COW	4:00pm		
	7/15/2025	County Board Meeting	9:00am		
	7/24/2025	Finance Committee	4:00pm		
AUG	8/5/2025	County Board Meeting	6:00pm		
	8/19/2025	*DHEOs		Operations Budgets and FY25-FY29 Capital Plan Budgets due	
	8/19/2025	County Board Meeting	9:00am		
	8/25-8/28	*DHEOs		DHEOs meet with Finance Chairman and Admin:	
	8/28/2025	Finance Committee	4:00pm		
SEP	9/2/2025	County Board Meeting	6:00pm		
	9/11/2025	COW	4:00pm		
	9/16/2025	County Board Meeting	9:00am		
	TBD	COW/Finance Committee	8:30am	Budget Hearings - TBD	
	9/22/2025	Admin		Place Ad - Notice for Public Inspection of Tentative Budget on Dec 2	FY25 Tentative Budget
	9/25/2025	Finance Committee	4:00pm	Approve FY26 Tentative Budget and forward to County Board	
OCT	10/7/2025	County Board Meeting	6:00pm	Approve FY26 Tentative Budget at least 15 days prior to final action	
	10/16/2025	COW	4:00pm	Discuss FY26 Budget	
	10/21/2025	County Board Meeting	9:00am		
	10/23/2025	Human Resources		Send FY26 salaries to KC Treasurer JFferko for Total Compensation Package; Treasurer must post \$150k salary & benefits 6 days prior to Nov 6 FY25 Budget Approval	FY25 Budget Approval
	10/30/2025	Finance Meeting	5:00pm	Discuss FY26 Budget - Forward final budget to County Board	
NOV	11/4/2025	County Board Meeting	6:00pm	Approve FY26 Budget	
	11/3-11/12	Admin		Calculate Levy Increase; Run Ad - Notice of Proposed Tax Increase (less than 14 days; greater than 7 days prior to Levy Hearing)	Levy Approval
	11/13/2025	COW	4:00pm		
	11/18/2025	County Board Meeting	9:00am	Levy Hearing; Approve Levy	
	11/27/2025	Finance Meeting	4:00pm		
DEC	12/2/2025	County Board Meeting	6:00pm		
	12/11/2025	COW	4:00pm		
	12/16/2025	County Board Meeting	9:00am	Last day to certify Levy on or before the last Tuesday in December	

*DHEOs = Department Heads &
Elected Officials

Opioid Application Project Application Internal

1. Date: 2/7/2025
2. Applicant Name: Vanessa Melendez
3. Department: Judiciary

4. Budget

Overall Budget	
0	A. Treat Opioid Use Disorder (OUD)
5,000	B. Support People in Treatment and Recovery
0	C. Connect People Who Need Help To The Help They Need (Connections To Care)
0	D. Address The Needs of Criminal Justice-Involved Persons
0	E. Address The Needs Of Pregnant Or Parenting Women And Their families, Including Babies With Neonatal Abstinence Syndrome
0	F. Prevent Over-Prescribing And Ensure Appropriate Prescribing And Dispensing Of Opioids
0	G. Prevent Misuse of Opioids
0	H. Prevent Overdose Deaths and Other Harms (Harm Reduction)
0	I. First Responders
0	J. Leadership, Planning and Coordination
420	K. Training
0	L. Research
5,420	TOTAL

5. Brief description of recipient's approach on how they would use the opioid funds.

Kendall County Drug Court is requesting funds for Sober Living fees/Halfway House fees for 3 individuals in the program so that they can continue focusing on their treatment and recovery while at the Sober Living/halfway house and build long-term stability. While remaining at the sober living these individual swill receive wrap around services to address their treatment needs for a total request in this category of \$3,000

An additional of \$2,000 is being requested related to transportation. While the 3 individuals are residing at a Sober Living/halfway House the need for transportation is needed. Whether it be to go to IOP, therapy, of courthouse related. Currently all 3 individuals are at the sober living are located in Addison, Illinois. Based off the average uber ride is cost roughly \$40 one way. Lastly, \$420 is the membership fee for Problem Solving Court staff to attend the National Association of Drug Court Professionals (NADCP) Annual Conference. The conference focuses on providing training related to evidence based practices for Problem Solving Court programs.