



**COUNTY OF KENDALL, ILLINOIS**  
**FINANCE AND BUDGET**  
**Kendall County Historic Courthouse**  
**110 W. Madison Street- 3<sup>rd</sup> Floor, Yorkville, IL 60560**  
**Thursday, March 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 February 27, 2025 Finance and Budget Committee Meeting (Pg.2)
5. Approval of Claims
6. Committee Reports and Updates
  - A. Personnel Reports (Pg.4)
  - B. ARPA Update (Pg.5)
7. New Committee Business
  - A. Discussion of FY26 Budget Calendar (Pg.6)
  - B. Opioid Discussion (Pg.7)
  - C. **MOTION (VV)**: Approval of FY2025 Opioid Fund Applications (Pg.8)
  - D. **MOTION (Forward to County Board)**: Review, Discussion and Approval of 2025 Senior Levy (Pg.9)
  - E. Discussion of Budget Book Software Renewal (Pg.11)
  - F. KCPAT Fiduciary Agreement
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, February 27, 2025**

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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**

Attendee	Status	Arrived	Left Meeting
Scott Gengler	Here		
Brian DeBolt	Here		
Matt Kellogg	Absent		
Ruben Rodriguez	Here		
Seth Wormley	Absent		

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

**Staff Present** – Christina Burns, Latreese Caldwell, Jason Peterson, Antionette White, Dave Guritz

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

**Approval of Minutes** – Member Rodriguez made a motion to approve the minutes from January 30, 2025, 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 Rodriguez. **With three members present voting aye, the motion carried by a vote of 3 - 0.**

**Committee Reports and Updates**

- A. **Personnel Reports** - Treasurer Jill Ferko provided the Treasurer's Employee Status Report to the committee, which can be found on page 5 of the packet. Chair Gengler noted that the executive compensation for the sheriff's office, previously approved by the County Board, is included in this report.
- B. **ARPA Update** - Finance and Budget Analyst Jennifer Breault provided the committee with an update of the ARPA funds, which can be found on page 6 of the packet. Deputy Administrator Latreese Caldwell highlighted that all funds have been allocated and that a diverse range of organizations in Kendall County have benefited from the ARPA funding.

**New Committee Business**

- A. **Approval of Credit Card for Nancy Villa, Administrative Executive Assistant, for the amount of \$350 for Notary purposes**

Deputy Administrator Latreese Caldwell stated that the notary process has transitioned to a fully online system, replacing the previous paper check payment method. The Administration Department oversees this process for all departments and offices within Kendall County, and there is now a requirement for a dedicated credit card to facilitate payments for notary services. Ms. Caldwell explained that the Treasurer is responsible for overseeing the county's credit card process, and the vendor for this service is First National Bank of Omaha.

Member Rodriguez made a motion for Approval of Credit Card, seconded by Member DeBolt. **All members voted aye; the motion passed.**

**B. Approval of Credit Card for Terry Fenoglio, Deputy Coroner, for the amount of \$2500.00**

Deputy Administrator Latreese Caldwell indicated that all deputy coroners are provided with credit cards, and the request for this provision originated from the coroner. Upon inquiring about the oversight regarding usage, Ms. Caldwell clarified that the coroner actively monitors her department's credit card expenditures.

Member DeBolt made a motion for Approval of Credit Card, seconded by Member Rodriguez. **All members voted aye; the motion passed.**

**C. Discussion of FY26 Budget Calendar**

Deputy Administrator Latreese Caldwell informed the committee that the FY26 Budget Approval Calendar is included in the packet on page 7. She provided an overview of this preliminary calendar and emphasized key dates in the process. Staff is requesting the committee's assistance in selecting a Budget Hearing date for September. It was proposed that this topic be discussed at the next Committee of the Whole (COW) meeting to ensure all members have the opportunity to propose a date that accommodates the majority of the board. The conversation focused on the software utilized by the Finance team, who are currently exploring other platforms with newer technology to enhance processes and reduce costs. The findings will be presented at the upcoming Finance and Budget Committee meeting.

**D. Approval of FY2025 Opioid Fund Applications**

The application for opioid funding from the Judiciary is located in the packet on page 8. These funds will be used to support people in treatment and recovery; and for staff to attend the NADCP annual conference, which provides training related to evidence based practices for Problem Solving Court programs.

Member DeBolt made a motion for Approval of Judiciary Opioid Application, seconded by Member Rodriguez. **All members voted aye; the motion passed.**

**Old Committee Business** – None

**Chairman's Report** – None

**Public Comment** – None

**Items for County of the Whole**

- FY26 Budget Approval Calendar

**Items for County Board**

- Claims

**Executive Session** - None

**Adjournment** – Member DeBolt made a motion to adjourn the Finance and Budget Committee meeting, second by Member Rodriguez.

**With three members present voting aye; the meeting was adjourned at 4:28 p.m. by a vote of 3 - 0.**

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

## Treasurer's Employee Status Report as of 03.07.25

Name	Department	Date	Job Title / Reason for Pay Change	Pay Rate	Budget Charged	GL Org
<b>New Hires:</b>						
Alyssa Butler	FP	2/18/2025	PT Facility Attendent	\$18.00/hr	FP	190011
Jillian Donkle	GIS	2/19/2025	Summer Intern	\$15.00/hr	GIS	131712
Livia Dudley	Animal Ctrl	2/18/2025	Kennel Tech	\$15.91/ hr	AC	130101
<b>Union/Step Increases:</b>						
Casey Cantwell	Corrections	2/14/2025	February Pay Increase	Increase from \$113,979.85 to 114,291.85	Corrections	11002010
Willaim Curry	Corrections	2/14/2025	February Pay Increase	Increase from \$113,979.85 to 114,291.85	Corrections	11002010
Tyler Giannotti	Sheriff	2/18/2025	February Pay Increase	Increase from \$89,130.86 to \$93,276.66	Sheriff	11002009
<b>Title / Salary Changes:</b>						
Matthew Karstens	SAO	2/19/2025	One time payout for Recruitment	\$1,000.00	SAO	11002120
<b>Terminations:</b>						
Joseph Fernandez	Sheriff	2/21/2025	Resignation		Sheriff	11002009
Jose Villigrana	Sheriff	2/25/2025	Retirement		Sheriff	11002009

## American Rescue Plan Act (ARPA) Overview

3/27/2025

<b>Beginning Balance</b>		<b>\$ 25,054,796</b>
<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	16,662	
Total Expenditures Currently Spent		<u>23,798,074</u>
<b>Balance March 2025</b>		<b>\$ 1,265,669</b>

### FY26 Budget Approval Calendar

	Date	Responsible Party/Meeting	Time	Task	
<b>JUN</b>	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)	
<b>JUL</b>	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		
<b>AUG</b>	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		
	8/22-8/27	*DHEOs and Finance Chairman		DHEOs meet with Finance Chairman and Admin:	
	8/28/2025	Finance Committee	4:00pm		
<b>SEP</b>	9/2/2025	County Board Meeting	6:00pm		
	9/11/2025	COW	4:00pm		
	9/16/2025	County Board Meeting	9:00am		
	9/19/2025	COW/Finance Committee	8:30am	Budget Hearings - Historic Courthouse	
	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	
<b>OCT</b>	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	
<b>NOV</b>	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		
<b>DEC</b>	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



## Kendall County Agenda Briefing

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**Meeting Type:** Finance  
**Meeting Date:** 3/27/2025  
**Subject:** Discussion of opioid fund uses  
**Prepared by:** Christina Burns, County Administrator  
**Department:** Administration

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**Action Requested:**

Discussion of opioid fund uses

**Board/Committee Review:**

NA

**Fiscal impact:**

NA

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**Background and Discussion:**

The County has received settlement funds from opioid manufacturers, with a current Opioid Fund balance of \$537,946. The settlement limits the use of funds to specific categories that directly relate to combating opioid abuse and overdose prevention. The County recently received a request for funds from another government entity, which is not in the current scope of the County's grant program. Staff is seeking input from the committee on evaluating the program parameters now that we have additional funds and history associated with those funds.

**Staff Recommendation:**

Discussion of opioid fund grant program

**Attachments:**

NA

## Opioid Application Project Application Internal

1. Date: 3/21/2025
2. Applicant Name: Vanessa Melendez
3. Department: Judiciary

### 4. Budget

Overall Budget	
0	A. Treat Opioid Use Disorder (OUD)
7,500	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
0	K. Training
0	L. Research
<u>7,500</u>	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 4 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 \$5,000



**Kendall County Budget & Finance Committee**  
**Senior Tax Levy Request History**

**Tax Levy:**                      **\$400,000**                      **\$400,000**                      **\$363,000**                      **\$363,000**                      **\$406,500**

Organization	FY 2021		FY 2022		FY 2023		FY 2024		FY 2025	
	Requested	Granted	Requested	Granted	Requested	Granted	Requested	Granted	Requested	Granted
Community Nutrition Network (CNN) & Senior Services Association	\$30,000	\$27,980	\$30,000	\$27,968	\$50,000	\$32,500	\$50,000	\$32,500	\$50,000	
Fox Valley Older Adult Services	60,000	59,952	60,000	59,926	60,000	60,000	65,000	60,000	65,000	
KC Health Department	80,000	56,958	80,000	56,934						
Kendall Area Transit (KAT)	30,000	30,000	30,000	30,000	40,000	45,500	50,000	45,500	80,000	
Oswegoland Seniors, Inc.	84,500	76,918	84,500	76,884	100,000	75,000	100,000	75,000	95,000	
Prairie State Legal Service	10,500	9,980	10,500	9,975	10,000	10,000	10,000	10,000	11,500	
Senior Services Associates, Inc.	129,000	125,855	129,000	125,801	129,000	128,000	129,000	128,000	130,000	
VNA Health Care	12,000	11,976	12,000	11,970	15,000	12,000	13,000	12,000	13,000	
TOTALS	\$436,000	\$399,618	\$436,000	\$399,459	\$404,000	\$363,000	\$417,000	\$363,000	\$444,500	\$0

\*\$71,000 for KAT due to mvmt of funds from GF to Senior Levy  
\$60,000 Contact + \$11,000 PCOM Sal

Beg. Fund Balance	\$0	\$0	\$0	\$0	\$0
Revenue	399,618	399,459	363,000	363,000	406,500
Annual Disbursement	-399,618	-399,459	-363,000	-363,000	0
Ending Fund Balance	\$0	\$0	\$0	\$0	\$406,500

TIMELINE (tentative)	
January 31, 2025	Admin Services sends Letters & Emails to Previous Applicant Organizations; post in newspaper
March 10th, 2025 @ 4pm	organization application and budgets due in Admin Services
March 27, 2025	Finance Committee Review of Application Packets
April 24, 2025	Finance Committee Review of Application Packets Forward Resolution to County Board Determine dates in 2Q to have applicants present to Committee/COW
May 6, 2025	Senior Levy Resolution Approved by County Board
May 7, 2025	Admin Services sends Award letters to Organizations (copy of Resolution & letters to Treasurer)
Approx. July 2025	1st Distribution of Senior Levy Tax
Approx. October 2025	2nd Distribution of Senior Levy Tax
Approx. Nov 2025	Final Distribution of Senior Levy Tax

Overview of Senior Levy Application  
FY25 - \$406,500 Senior Levy Allocation

Summary of Agency		FY24		FY25 Request					
Agency	Service Provided	FY24 Amount Awarded	FY24 % of Total Awarded	FY25 Request	FY25 % of Total Requested	Number of Seniors helped in Kendall	% Of Total Seniors helped in Kendall	Agency Total Expenditure	FY25 Request % of FY25 Request to Cost
1 Senior Services Associates, Inc.	Assessments, Assistance Filing for Benefits, Rides, Visits, Volunteer Hours, Activities & Classes	\$ 128,000	35.3%	\$ 130,000	29.2%	3,440	54.8%	\$ 10,556,777	130,000 1.2%
2 Oswegoland Seniors, Inc.	Educational, Recreational, & Health Programs to Support Senior Independence and Mental Health	75,000	20.7%	95,000	21.4%	1,430	18.0%	587,417	95,000 16.2%
3 VNA Health Care	Comprehensive Primary and Preventive Care in Home and Health Center Setting for Kendall County	12,000	3.3%	13,000	2.9%	447	9.4%	59,276,559	13,000 0.0%
4 Community Nutrition Network (CNN) & Senior Services Association	Meals on Wheels Home Delivery	32,500	9.0%	50,000	11.2%	710	9.0%	12,661,210	50,000 0.4%
5 Kendall Area Transit (KAT)	Transportation	45,500	12.5%	80,000	18.0%	408	5.4%	1,824,280	80,000 4.4%
6 Fox Valley Older Adult Services	Adult Services and Home Services	60,000	16.5%	65,000	14.6%	99	2.2%	3,354,898	65,000 1.9%
7 Prairie State Legal Service	Civil Legal Services	10,000	2.8%	11,500	2.6%	75	1.1%	21,307,277	11,500 0.1%
Totals		\$ 363,000	100.0%	\$ 444,500	100.0%	6,609	100.0%		\$ 444,500



## Kendall County Agenda Briefing

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**Meeting Type:** Finance  
**Meeting Date:** 3/27/2025  
**Subject:** Kendall County Budget Book Discussion  
**Prepared by:** Latreese Caldwell, Deputy County Administrator  
**Department:** Administration

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**Action Requested:**

Discussion of Budget Book software

**Board/Committee Review:**

Finance & Budget Committee

**Fiscal impact:**

Potential Savings FY25: \$924 annually; FY26 \$4,524

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**Background and Discussion:**

Kendall County's current budget book Platform – IGM/Gravity to be renewed May 2025. Administration has had demonstrations of three (3) additional budget book platforms: ClearGov, OpenGov and Tyler Munis – Pattern Stream. The potential savings with moving to a new budget book platform is \$924 annually for the first year and \$4,524 the following year.

**Staff Recommendation:**

Move to new budget book platform.

**Attachments:**

None – discussion only