

COUNTY OF KENDALL, ILLINOIS  
FINANCE & BUDGET COMMITTEE  
Meeting Minutes for Thursday March 26, 2026

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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	absent		
Seth Wormley	Here		

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

Staff Present – Christina Burns, Jennifer Breault, Natalia Borowska, Matt Kinsey, Jill Ferko, Dan Polvere, Luke Prisco, Bobby Richardson, Jason Langston, Antoinette White, Jason Peterson

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

Approval of Minutes – Member Wormley made a motion to approve the minutes from February 26, 2026, 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 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 - The Human Resources Department provided the Employee Status Report to the committee, the report can be found on page 7 of the packet.
- B. Credit Card Report - Finance Analyst Amber Garry presented the monthly report to the committee, which located on page 9 of the packet.
- C. Q1 Financial Report - Finance and Budget Analyst Jennifer Breault supplied the first quarter financial reports to the committee, these can be found starting on page 10. These numbers are reflected through February 28, 2026.
- D. FY25 General Fund Report - Finance and Budget Analyst Jennifer Breault presented to the committee the General Fund report which starts on Page 23 of the packet. Ms. Breault stated that these numbers are pre-audit and could be subject to change. She also noted that the County is under budget for expenditures, which will help with the overall 6 month fund balance.

- E. FY25 Year End Report – County Administrator Christina Burns directed the committee to page 26 of the Packet for the year end reports.
- F. Kendall Area Transit Capital Update - Finance and Budget Analyst Jennifer Breault briefed the committee on updates to the KAT capital. Ms. Burns and Ms. Breault met with IDOT to discuss the Rebuild grants that were awarded for the KAT program. The first round grant for \$505,404 was used to purchase three new minivans and the remaining funds from the grant will be allocated to A & E expenses for the new KAT facility. The second round is \$4M and is intended for the construction of the new facility. The project is still in progress, specifically concerning the A & E phase, IDOT is currently reviewing this documentation. IDOT indicated that more grants may be available in the future.

## **New Committee Business**

### **A. Contingency Update**

#### **i. Treasurer**

Treasurer Jill Ferko stated that she has an unfilled full-time position in the contingency, she has asked that she be able to use the funds to help pay for additional hours for her part-time employee and to another employee for taking on additional roles. The part-time employee is scheduled to work 20 hours weekly but when they are busy it is necessary for her to work as many as 30 hours weekly. The committee consensus was to allow \$2160 to be moved to her budget.

#### **ii. Other Office/Departments**

Finance and Budget Analyst Jennifer Breault stated that the report for vacant/filled positions can be found on page 39 of the packet.

### **B. FY2026 Opioid Application**

Application requests were received from the Public Defender (PD), Plano Police Department, State's Attorney's office and Judicial. The applications can be found starting on page 40 of the packet. The PD is asking for \$5000 to pay for training/education for Drug Court and Mental Health Court conference.

Vanessa Melendez from Judicial spoke to the committee about their request for \$39,660, the money would be used for mobile drug testing services, funds to assist participants with rent for sober living and lastly for detox and impatient stay with Rosecrance facility for one of the participants. The SAO application is a request for \$5000 for training/conference attendance for a specialized group of Attorney's, this will allow them to continue to be eligible for various grants through the state.

Ms. Breault brought the first application from an external entity, as this is the first request that meets the criteria of the funds. The Plano Police department is requesting \$11,700 to support enrollment of 26 officers in the Operational Readiness for Police Officers: Effective Strategies & Practical Techniques for Addressing Opioid Use Disorder. This on-line training course is through Rockford University. The committee decided that they would like additional information from the Plano Police department and asked if staff could invite them to the next Finance & Budget meeting. The committee is not approving the application at this time.

Member DeBolt made a motion to approve the opioid applications for the Public Defender, State's Attorney's Office and Judicial, second by Member Kellogg. With four (4) members present voting aye, the motion carried by a vote of 4 - 0.

### **C. Budgeted purchase of a SDX6040 X-Ray machine for the courthouse in the amount of \$60,407.00 from Public Safety Capital**

County Administrator Christina Burns made a correction that the new x-ray machine was in the 2026 budget but since that time the quote is over the original amount by \$300. The request is the fund the difference. Undersheriff Richardson briefed the committee that this will replace the old machine, and the courthouse will have just the one x-ray machine. Member Kellogg made a motion to Forward to County Board, second by Member DeBolt. With four (4) members present voting aye, the motion carried by a vote of 4 - 0.

D. Budgeted purchase of a SMD600 metal detector for the courthouse in the amount of \$9,991.00 from Public Safety Capital

Member DeBolt made a motion to Forward to County Board, second by Member Wormley. With four (4) members present voting aye, the motion carried by a vote of 4- 0.

E. New Purchase of one fully marked patrol squad car in the amount not to exceed \$85,000.00 from Public Safety Capital

Undersheriff Richardson said this was necessary due a squad car being totaled in an accident. They originally had budgeted for in 2027 but would like to purchase this fiscal year. The committee discussed the sheriff's fleet needs and what they think will be needed in the future.

Member Wormley made a motion to Forward to County Board, second by Member DeBolt. With four (4) members present voting aye, the motion carried by a vote of 4 - 0.

F. New Purchase of one administrative vehicle in the amount not to exceed \$45,000.00 from Public Safety Capital

Undersheriff Richardson proposes replacing an administrative vehicle with high mileage that has increasingly become a maintenance concern. The department is considering the purchase of a lightly used Ford Explorer, which will adequately meet their operational needs. Mr. Richardson indicated that this replacement is anticipated to reduce the number of squad cars requested in the FY27 capital expenditure plan.

Member Kellogg made a motion to Forward to County Board, second by Member Wormley. With four (4) members present voting aye, the motion carried by a vote of 4 - 0.

G. New purchase of an encryption board for each of the corrections radios in the amount of \$60,067.80 from Public Safety Capital.

Undersheriff Richardson stated that the Sheriff's Department transitioned to full encryption in November, rendering the Correction radios obsolete. Although this change was originally scheduled for FY27, it was determined that this is an officer safety concern and requires immediate action. IT does not need to be involved in this procurement, as Motorola will handle all aspects of the implementation.

Member DeBolt made a motion to Forward to County Board, second by Member Wormley. With four (4) members present voting aye, the motion carried by a vote of 4 - 0.

H. Disposal of Assets

Chair Gengler directed the committee to review page 87 of the packet for the list of items designated for disposal and the corresponding methods of disposal.

Member Kellogg made a motion to Forward to County Board, second by Member Wormley. With four (4) members present voting aye, the motion carried by a vote of 4 - 0.

I. RFQs for Architect Engineer and Construction Manager for Courthouse Project

The Director of Facilities Dan Polvere noted that this item is typically discussed at the Facilities and IT Committee meeting; however, it required immediate attention prior to the upcoming meeting (see page 88). A questionnaire was distributed to a working group and stakeholders to gather their space requirements for future renovations. Based on the responses, Owner's Advisor Dean Roberts is developing a conceptual plan for the renovation of two courtrooms, the second-floor public waiting area, and supporting ancillary spaces necessary for court operations. This plan is essential for preparing the Request for Qualifications (RFQ). The project team will seek architects, engineers, and a construction manager with courthouse-specific experience. Any agreements for A/E and CM services will be brought to the Board for approval. In addition, project budget estimates and proposed schedules will also be presented to the board as drawings are defined and discussion on the expected project costs evolve.

Member DeBolt made a motion to approve RFQs for Architect Engineer and Construction Manager for Courthouse Project, second by Member Kellogg. With four (4) members present voting aye, the motion carried by a vote of 4 - 0.

J. Bonuses to be paid out of 11000607-64260 Election Extra Help for County Clerk and Recorder Employees in the amount of \$2,200.

The request originates from the County Clerk's Office and pertains to bonus allowances for one full-time employee, as well as a smaller amount for an election worker. This item is being presented to the Finance & Budget Committee in accordance with the policy that all salary-related matters be reviewed by that committee.

Member Wormley made a motion to approve Bonuses to be paid out of 11000607-64260 for County Clerk and Recorder Employees, second by Member Kellogg .With four (4) members present voting aye, the motion carried by a vote of 4 - 0.

K. 2026 Senior Levy

Finance and Budget Analyst Jennifer Breault directed the committee to page 91 of the packet for the application amounts requested for the 2026 Senior Levy. This year \$447,404 had been approved by the Board for distribution, Ms. Breault included the staff recommendation for a 5% increase over last years requests, with the exception of Kendall Area Transit, giving them additional funding. This is due to KAT fleet's worsening condition and the need for additional buses. KAT money needs to stay in the levy due to language in the contract that the money needs to be through a grant. It was the consensus of the committee to forward the staff recommended funding distribution to the County Board.

L. Fund Balance Reserve Policy

Finance and Budget Analyst Jennifer Breault briefed the committee that the purpose of the policy is to establish guidelines for maintaining adequate fund balance levels in all of Kendall County governmental funds to support stable financial operations, preserve strong credit ratings and ensure compliance with Generally Accepted Accounting Principles (GAAP) and Governmental Accounting Standards Board (GASB) requirements. The policy states that 50% of the funds will be transferred after the audit is approved.

Member Kellogg made a motion to Forward to County Board, second by Member DeBolt. With four (4) members present voting aye, the motion carried by a vote of 4 - 0.

M. FY27 Budget Timeline

Chair Gengler directed the committee to page 102 of the packet for the key dates and deadlines for the proposed budget timeline. This timeline always for more time to have conversations with department heads and elected officials ahead of the budget cycle (page 102 of packet). Ms. Breault will send this proposed timeline to the DHEO for their input before it comes to be finalized at the next Finance & Budget meeting in April.

N. Kendall Area Transit Vehicle Lease

Finance and Budget Analyst Jennifer Breault stated that this is an annual agreement with the Voluntary Action Center of Northern Illinois for the use of Kendall County vehicles. Currently we own 32 vehicles, 16 of these are in poor condition. Ms. Breault supplied a list of all the vehicles, with mileage, type/make, and condition of all the vehicles and directed them to page 111 of the packet. Vehicles in poor condition that we own and for which IDOT holds a lien have not been disposed of, as IDOT has not provided the necessary lien release to proceed with their disposal. Ms. Breault continues to work with IDOT.

Member Kellogg made a motion to Forward to County Board, second by Member DeBolt. With four (4) members present voting aye, the motion carried by a vote of 4 - 0.

O. An Agreement between Voluntary Action Center and County of Kendall

Finance and Budget Analyst Jennifer Breault briefed the committee on that this is a three- year agreement between Kendall County and Voluntary Action Center of Northern Illinois. This agreement serves as a continuation of the relationship, with clarified details regarding each party's duties and responsibilities. Ms. Breault informed them that the VAC director will be retiring, and she felt it was important to note the PCOM role which she currently holds. Ms. Breault mentioned that this PCOM role is to act as a pass through for the grant funding and municipal funding they receive, this aims to improve cash flow and the management of reimbursements. This agreement is being reviewed by the State's Attorney .

Member Kellogg made a motion to forward to County Board, second by Member DeBolt. With four (4) members present voting aye, the motion carried by a vote of 4 - 0.

**Old Committee Business**

**A. Ordinance Determining the Compensation of the Kendall County Clerk**

Chair Gengler directed the committee to page 125 of the packet. Every four years the County Board is required to set the salaries for the Clerk/Recorder, Treasurer and Sheriff and approved by June 4, 2026. It had been discussed to use CPI. County Administrator Christina Burns did send out a survey to nine counties and these results can be found starting on page 127. The discussion focused on establishing the appropriate salary for the positions and evaluating the advantages and disadvantages of adjusting wages using the Consumer Price Index (CPI) versus implementing a fixed percentage increase. According to Board Member Mr. Wormley, the average CPI over the past ten years has been 3%. The committee has agreed to reopen this discussion during the upcoming April Finance and Budget meeting.

**B. Ordinance Determining the Compensation of the Kendall County Treasurer**

This discussion was included in Item A above and will also be on the next Finance & Budget committee meeting agenda.

**C. Ordinance Determining the Compensation of the Kendall County Sheriff**

Chair Gengler stated that the Sheriff’s salary is now determined by the State of Illinois, which is 80 % of the State’s Attorneys salary.

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.

Chair Gengler asked for a roll call to enter executive session. The committee entered closed session at 5:23 p.m.

Roll Call:

Attendee	Vote
Scott Gengler	Yes
Brian DeBolt	Yes
Matt Kellogg	Yes
Ruben Rodriguez	N/A
Seth Wormley	Yes

Open Session reconvened at 5: 24 p.m.

Items for County of the Whole - None

**Items for County Board**

- Claims
- Budgeted purchase of a SDX6040 X-Ray machine for the courthouse in the amount of \$60,407.00 from Public Safety Capital
- Budgeted purchase of a SMD600 metal detector for the courthouse in the amount of \$9,991.00 from Public Safety Capital
- New Purchase of one fully marked patrol squad car in the amount not to exceed \$85,000.00 from Public Safety Capital
- New Purchase of one administrative vehicle in the amount not to exceed \$45,000.00 from Public Safety Capital
- New purchase of an encryption board for each of the corrections radios in the amount of \$60,067.80 from Public Safety Capital.
- Disposal of Assets

- 2026 Senior Levy
- Fund Balance Reserve Policy
- Kendall Area Transit Vehicle Lease
- Agreement between Voluntary Action Center and County of Kendall

Adjournment – Member DeBolt made a motion to adjourn the Finance and Budget Committee meeting, second by Member Kellogg. With four (4) members present voting aye; the meeting was adjourned at 5:25 p.m. by a vote of 4 - 0.

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