

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

Call to Order – Committee Chair Scott Gengler called the Finance & Budget Committee meeting to order at 4:00 p.m.

Roll Call

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

With five (5) members present a quorum was established.

Staff Present – Christina Burns, Jennifer Breault, Amber Garry

Approval of Agenda – Member Rodriguez made a motion to approve the agenda, second by Member DeBolt. With five (5) members present voting aye, the motion carried by a vote of 5 - 0.

Approval of Minutes – Member Kellogg made a motion to approve the minutes from January 29, 2026, second by Member Wormley. With five (5) members present voting aye, the motion carried by a vote of 5 - 0.

Approval of Claims – Member DeBolt made a motion to forward the claims to the next County Board Meeting, second by Member Wormley. With five (5) members present voting aye, the motion carried by a vote of 5 - 0.

Committee Reports and Updates

- A. Personnel Reports - The Human Resources Department provides the Employee Status Report to the committee, the report can be found on page 8 of the packet.

- B. Credit Card Report - Finance Analyst Amber Garry presented a report to the committee, which is located on page 10 of the packet. Ms. Garry noted that she has received all of the signed acknowledgment forms from Facilities Department.

New Committee Business

A. Approval of Credit Card increase for Vanessa Melendez, Problem Solving Court Coordinator from \$5,000 to \$10,000
Member Rodriguez made a motion to Approve of Credit Card Increase for Vanessa Melendez , second by Member DeBolt. With five (5) members present voting aye, the motion carried by a vote of 5 - 0.

B. Approval of Credit Card increase for Timothy Stubinger, VAC Superintendent from \$2,500 to \$5,000
Member DeBolt made a motion to Approve of Credit Card Increase for Timothy Stubinger, second by Member Rodriguez. With five (5) members present voting aye, the motion carried by a vote of 5 - 0.

C. Approval of Credit Card for Sara Gavin, VAC Outreach Specialist, in the amount of \$2,500

Member Kellogg made a motion to Approve of Credit Card Increase for Sara Gavin, second by Member Wormley. With five (5) members present voting aye, the motion carried by a vote of 5 - 0.

D. Discussion of FY27 Budget Timeline

Chair Gengler directed the committee to page 14 of the packet for the draft of the FY27 budget approval calendar. Finance and Budget Analyst Jennifer Breault is proposing to start a little earlier in the year with the draft approval of calendar by April 30 with July 31st the submission deadline for all budgets from departments. Discussion centered on the date for the approval of the final budget and be consistent with this date going forward. The consensus is to have the budget approved at the first County Board meeting in November of each year. County Administrator Christina Burns ensures that the draft budget is presented to the Committee of the Whole prior to the County Board meeting, allowing all departments an opportunity to review.

E. Approval of FY2026 Opioid Application – Finance & Budget Analyst Jennifer Breault reported that no applications were received this month.

F. Discussion of an Ordinance Determining the Compensation of the Kendall County Clerk

Finance and Budget Analyst Jennifer Breault directed the committee to page 15 of the packet. Ms. Breault explained that the Coroner's and Circuit Clerk salaries were approved by the County Board in 2024, approved was a 5% increase - 2024; 5% increase - 2025; 5% increase - 2026; and a 2.5% increase - 2027. The County Board is responsible for setting compensation for the Treasurer, County Clerk/Recorder, and Sheriff for the 2026-2030 term and this must be set by June 4, 2026. The Sheriff's compensation is established by State Law and is 80% of the State's Attorney's salary. Ms. Breault provided to the committee a county comparison analysis using counties that are +/- 30% population variance and also neighboring counties to Kendall County. The committee discussed different methods of setting the salary, including tying to State's Attorney's salary, cost of living, a percentage increase or using CPI. Ms. Burns said that staff can look at other counties to see if they do something different in setting these salaries. After the discussion of the salaries, it was this committee's request that staff research alternative methods of salary setting and bring back to the next Finance & Budget meeting in March.

G. Discussion of an Ordinance Determining the Compensation of the Kendall County Treasurer

This discussion was included in the previous agenda item (F) and will be tabled for now and brought back to the next Finance & Budget meeting.

H. Discussion of an Ordinance Determining the Compensation of the Kendall County Sheriff

The Sheriff's compensation is established by State Law and is 80% of the State's Attorney's salary.

I. Approval of Memorandum of Understanding Between County of Kendall, Illinois, and Kendall County Court Appointed Special Advocate (hereinafter referred to as "CASA") Regarding Rent Payment and Monthly Donation

County Administrator Christina Burns explained that Item I and J on this agenda go together, Item I is the Memorandum of Understanding (MOU), and Item J is the actual lease agreement. With the county office staff leaving the courthouse, this has led to a reshuffling of office space. Judge Krenz asked CASA to move their offices to the first floor of the courthouse and the rent is based on actual square footage leased. In the MOU, Kendall County has committed to make a donation to CASA for their advocacy for abused, neglected, and dependent children in Kendall county's juvenile court system.

Member Rodriguez made a motion to Forward to County Board, second by Member DeBolt. With five (5) members present voting aye, the motion carried by a vote of 5 - 0.

J. Approval of the 2026 Lease Agreement Between Kendall County, Illinois and the Kendall County Court Appointed Special Advocate

Member Wormley made a motion to Forward to County Board, second by Member Kellogg. With five (5) members present voting aye, the motion carried by a vote of 5 - 0.

K. Approval of Memorandum of Understanding Between County of Kendall, Illinois, and Mutual Ground Regarding Rent Payment and Monthly Donation

Member DeBolt made a motion to Forward to County Board, second by Member Rodriguez. With five (5) members present voting aye, the motion carried by a vote of 5 - 0.

L. Approval of the 2026 Lease Agreement Between Kendall County, Illinois and Mutual Ground

Member DeBolt made a motion to Forward to County Board, second by Member Wormley. With five (5) members present voting aye, the motion carried by a vote of 5 - 0.

M. Discussion and Approval of Kendall Area Transit Request for Proposals

Finance and Budget Analyst Jennifer Breault directed the committee to page 48 of the packet. The Kendall Area Transit (KAT) program sent out a Request for Proposals (RFP) to vendors seeking advertising opportunities on the KAT buses. Two businesses submitted proposals; following a thorough review, one candidate was selected as the preferred partner, Fuel Media Holdings, which has over 15 years of experience, including 12 years in transit-related advertising, and provided strong references in their proposal. Upon approval, the project is estimated to have a six-month implementation timeline. All proceeds generated from this advertising will be allocated directly to the KAT program to support vehicle maintenance and the purchase of new vehicles. All advertising will be approved before the buses are wrapped with advertising. Ms. Burns informed the committee that there is an adopted policy that was approved by the County Board that lays out the parameters for the types of approved advertising. Staff is looking for approval to send the agreement with FUEL Media Holding to the County Board.

Member DeBolt made a motion to Forward to County Board, second by Member Wormley. With five (5) members present voting aye, the motion carried by a vote of 5 - 0.

N. Approval of Kendall County Title VI Statement of Policy and Program

Finance and Budget Analyst Jennifer Breault stated that the most recent Title VI update was in 2023. This update includes information about the county's new address and website links. This update specifically pertains to Kendall Area Transit, as it is required that the county maintain complaint forms for any discrimination incidents involving KAT Buses. Member DeBolt made a motion to Forward to County Board, second by Member Wormley. With five (5) members present voting aye, the motion carried by a vote of 5 - 0.

O. Disposal of Assets (Sheriff Suburban, Highway Ford F150)

Chair Gengler led the discussion on the two vehicles that are being considered for disposal. Ms. Breault explained that per the Kendall County Asset Policy, all surplus capital assets considered for disposal must be presented at a committee meeting and forwarded to County Board for approval (page 101 of packet). One vehicle was sold to an external entity, and one was transferred to Animal Control.

Member DeBolt made a motion to Forward to County Board, second by Member Rodriguez. With five (5) members present voting aye, the motion carried by a vote of 5 - 0.

Old Committee Business

A. Discussion and Approval of Amended Accounts Payable Policy

Chair Gengler reminded the committee that the policy was discussed at the last committee meeting, as a six-month review of the adopted Accounts Payable policy. Administration staff contacted multiple local agencies to analyze their procedures for handling payments via statements, prepayment of goods and services, and the use of purchase orders and contracts after the feedback from the previous discussion. Finance Analyst Amber Garry highlighted the consensus

of the government entities she contacted. These include the following: they do not authorize payment via statement, do not input statements into their financial systems, they do not issue payment before receipt of goods or services; they require a combination of purchase orders or contracts. To assist with the prepayment of goods, is a draft Purchase Order, with the terms and conditions accessible via a website link. The authorized signer will be the department head or elected official. Additionally, staff identified the need to implement a ten-day waiting period after the issuance of a check before a replacement can be issued. This process allows sufficient time for the original check to arrive by mail (page 102 of the packet). Staff is asking for approval of the amended Accounts Payable Policy.

Member DeBolt made a motion to Forward to County Board, second by Member Rodriguez. With five (5) members present voting aye, the motion carried by a vote of 5 - 0.

Chairman's Report – None

Executive Session – None

Public Comment – None

Items for County of the Whole - None

Items for County Board

- Claims
- Approval of Memorandum of Understanding Between County of Kendall, Illinois, and Kendall County Court Appointed Special Advocate (hereinafter referred to as "CASA") Regarding Rent Payment and Monthly Donation
- Approval of the 2026 Lease Agreement Between Kendall County, Illinois and the Kendall County Court Appointed Special Advocate
- Approval of Memorandum of Understanding Between County of Kendall, Illinois, and Mutual Ground Regarding Rent Payment and Monthly Donation
- Approval of the 2026 Lease Agreement Between Kendall County, Illinois and Mutual Ground
- Discussion and Approval of Kendall Area Transit Request for Proposals; FUEL Media
- Approval of Kendall County Title VI Statement of Policy and Program
- Disposal of Assets (Sheriff Suburban, Highway Ford F150)
- Approval of the Amended Accounts Payable Policy

Adjournment – Member DeBolt made a motion to adjourn the Finance and Budget Committee meeting, second by Member Kellogg. With five (5) members present voting aye; the meeting was adjourned at 4:54 p.m. by a vote of 5 - 0.

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