KENDALL COUNTY, ILLINOIS
Budget and Finance Committee
Meeting Minutes
Thursday, September 26, 2013

Call to Order
The Budget and Finance Committee met and was called to order at 9:30 a.m. by Chair John Purcell.

Committee members present: John Purcell, Amy Cesich, and Judy Gilmour

Committee Members Absent: Lynn Cullick, Elizabeth Flowers

Other Board Members Present: John Shaw (arrived 10:18 a.m.)

Others Present: Latreese Caldwell, Debbie Gillette, Julie Hanna, Bob Jones, Scott Koster, Stan Laken, Andy Nicoletti, Jim Smiley, Jeff Wilkins, and Jessie Hafenrichter

Claims Review and Approval
The Committee discussed how to handle the claims that are turned in after the estimated claim amount has been posted on the agenda 48 hours prior to the meeting. The Committee suggested a list be provided the day of the committee meeting that would list the claims that came in after the agenda was posted. The Committee reviewed the claims report. A motion was made by Judy Gilmour, seconded by Amy Cesich to forward the claims in the amount of $605,632.12 to the County Board. With a voice vote of all ayes, the motion carried.

Department Head and Elected Official Comments

Andy Nicoletti, Assessment Office – Chief Assessor Nicoletti stated that he filled the vacancy in his office. Chief Assessor Nicoletti stated that assessment notices were sent out and the deadline to file an assessment appeal for October 21st. The overall EAV for Bristol Township went down roughly by 6%.

Bob Jones, Deputy Treasurer – Deputy Treasurer Jones indicated that he had no report for the Committee.

Debbie Gillette, County Clerk/Recorder – Clerk Gillette stated that the claims listing is now posted on the website. This can be found on the transparency page of the website.

Chief Deputy Scott Koster, Sheriff’s Office – Chief Deputy Koster stated that the inmate medical line item was reduced from last year. Higher inmate population counts can affect on the medical line item expense. Inmates from other counties are treated medically but the county they are from is then billed for that expense.
Jim Smiley, Facilities Management – Mr. Smiley indicated that he had no report for the Committee.

Stan Laken, Technology – Mr. Laken indicated that he had no report for the Committee.

Items from Other Committees – None

Other Items of Business

- **FY14 Budget & Timeline** – The Committee reviewed the timeline for the budget process.

- **FY14 Capital Expenditures** – The Committee reviewed the new squad vehicles request by the Sheriff’s Office. Mr. Koster explained that the new squad vehicles would help staffing and shift needs for the squad vehicles. The old squad vehicles are auctioned off when no longer in use. Mr. Koster reviewed some of the sources of revenue that the Sheriff’s Office receives. The Committee reviewed the message trailer request from the Sheriff’s Office. The message trailer is used for various events, neighborhood areas, etc. to display public safety messages. Mr. Koster explained the second phase of renovations for the Public Safety Center. The amount that will be budgeted to cover the remaining costs for Phase II in FY14 is $30,000. Mr. Koster reviewed the new hires for the Sheriff’s Office. Mr. Koster reviewed the costs and availability of ammunition for the Sheriff’s Office. The type and costs of training for staff members was discussed. Mr. Koster explained the contractual services. The Committee reviewed the sheriff vehicles that have been purchased from the General Fund including new and replacement cars. The Committee felt comfortable with three replacement squad vehicles and one new squad vehicle.

The Committee discussed potentially raising the revenue amount for the Clerk/Recorder’s budget. Ms. Gillette explained that the total revenues, including certificate fees and recorded documents, that have come in year to date are much higher than what was budgeted previously. The Committee discussed raising the budgeted revenue from $412,000 to $452,000. There was discussion of reviewing the election supply line further. Mr. Smiley discussed the costs of color copier machines. The Committee reviewed the document storage fund as well as the contractual line item. Office security measures were discussed as well, including a panic alarm that could cost $2,000. Additional security measures including card access doors and additional cameras for the building, would cost roughly $50,000 if implemented.

Mr. Jones went through Treasurer’s Office remodel and shelving projects and stated that Mr. Smiley had met with the Treasurer’s Office to discuss these projects which includes creating two new offices in place of existing cubicles. A payroll software
system was discussed and Mr. Jones went over the benefits to a payroll software program. Office security for the Treasurer’s Office was also discussed.

Ms. Caldwell said additional research will be conducted to determine the costs of financial systems. A budgeting system would potentially cost a one-time fee of $40,000 with an annual fee of $4,100.

Mr. Smiley is going to review potential parking projects and bring back to the Committee for review. The HVAC project also reviewed briefly as well as the duct work in the public safety center.

The Microsoft Exchange email system will need to be upgraded to prevent future problems, according to Mr. Laken. New technologies have come out and Mr. Laken would like to keep up with these new releases. If the Windows systems were upgraded, all computers would be updated in the same year. Mr. Laken stated that the exchange email system and the Help Desk Asset Inventory are the most important upgrades. Additional ports for fiber channels are needed as well to add additional computers but may not need to be included as part of the FY14 budget.

Mr. Laken also discussed the security of the buildings and suggested that the Sheriff’s Office be utilized to obtain possible recommendations for security measures.

The Committee reviewed which items to place in the Capital Improvement Fund. The general fund union and non-union new hires for FY14 were reviewed by the Committee.

- **Additional Budget Discussion Dates** – The Committee will convene on Monday, September 30th at 2:30 p.m. to continue budget discussions and possibly meet on Friday, October 4th at 8:00 a.m. The October 4th date will be confirmed.

**Action Items for County Board**
- Approval of claims in the amount of $605,632.12

**Executive Session** – None

**Public Comment** – None

**Adjournment** – Ms. Cesich made a motion to adjourn, second by Ms. Gilmour. With all members voting aye, the meeting adjourned at 1:15 p.m.

Respectfully submitted,
John H. Sterrett