



# Kane County

## KC Finance and Budget Committee

### Meeting Minutes

Government Center  
719 S. Batavia Ave., Bldg. A  
Geneva, IL 60134

BERMAN, Lenert, Juby, Lewis, Sanchez, Surges, Tepe & ex-officios Pierog (County Chair)

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**Wednesday, December 27, 2023**

**9:00 AM**

**County Board Room**

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**1. Call To Order**

Chairman Berman called the meeting to order at 9:01 AM.

**2. Roll Call**

<b>PRESENT</b>	Board Member Dale Berman Board Member Bill Lenert Board Member Leslie Juby Board Member Anita Lewis Board Member Jarett Sanchez Board Member Vern Tepe Ex-Officio County Board Chair Corinne M. Pierog
<b>REMOTE</b>	Board Member Clifford Surges

Also present: Co. Bd. members Allan\*, Bates\*, Ford\*, Kenyon, Kious\*, Molina\*, Roth, Stathmann; Treasurer Lauzen\*; Auditor Wegman; Fin. Exec. Dir. Hopkinson; ITD/BLD Exec. Dir. Fahnestock\* & staff Lasky, Thompson\*, Kash; State's Attorney staff Frank, Ford, Hunt\*, Shepro\*; Circuit Clk. Barreiro; HRM Exec. Dir. Loblillo; Environ. Mgmt. staff Linke; KCAC Admin. Youngsteadt\*; KCHD staff Snowden\*; OCR Dir. Berger\*; PIO Mann; and members of the press and public.

**3. Remote Attendance Requests**

Committee Chairman Berman announced the remote attendance requests for today's meeting. He asked the Committee if there were any objections to Committee Member Surges attending today's meeting remotely. There were no objections.

**4. Approval of Minutes: November 29, 2023**

<b>RESULT:</b>	<b>APPROVED BY UNANIMOUS CONSENT</b>
<b>MOVER:</b>	Bill Lenert

**5. Public Comment (Agenda Items)**

None.

**6. Treasurer's Report (C. Lauzen)****A. Monthly Report**

Treasurer Lauzen stated the monthly Treasurer's Report was on file. Within the year, the Treasurer's Office has collected \$1.5B. Additionally, the Office has collected \$1.7M in total interest income, of which \$2.1M goes to local government. Lauzen stated that the only recommendation he would make over the next year, would be to have the Committee consider asking the County Auditors, Bakers Tilly, to provide detailed information on interest income and the fund that acquires it for the General Fund. This will help the County know how much income they have available in the next cycle.

**7. Auditor's Report (P. Wegman)****A. Monthly Report**

Auditor Wegman stated the monthly Auditor's Report was on file. She explained that the Internal Revenue Service (IRS) has changed the mileage amount for 2024 from 65.5 cents per mile to 67 cents per mile. The Auditor's Office did send out an e-mail to all coordinators addressing this change. The Auditor's County website will be updated to reflect this change.

**B. Approving November 2023 Claims Paid**

KC Executive Committee

<b>RESULT:</b>	<b>MOVED FORWARD BY ROLL CALL VOTE</b>
<b>TO:</b>	KC Executive Committee
<b>MOVER:</b>	Jarett Sanchez
<b>SECONDER:</b>	Bill Lenert
<b>AYE:</b>	Dale Berman, Bill Lenert, Leslie Juby, Anita Lewis, Jarett Sanchez, Clifford Surges, and Vern Tepe
<b>ABSENT:</b>	Corinne M. Pierog

**8. Finance Director's Report (K. Hopkinson)****A. Monthly Finance Reports**

Fin. Exec. Dir. Hopkinson stated the monthly financial reports were on file. Within the monthly reports, she included the Budget to Actual PCard and Accounts Payable Reports. Hopkinson reviewed the financial performance benchmarks and indicators. The General Fund account's forecasted totals for revenue is \$106M and for expenses \$111M. Hopkinson noted that the County's financial books for each fiscal year remains open until Mid-January to allow the previous year's invoices to be processed. She shared highlights of key tax revenues, such as Sales Tax, State Income Tax, and the Personal Property Replacement Tax. Hopkinson listed the tax revenue source and the County fund

in which they are deposited. She provided information on the Local Government Distributive Fund. She spoke on the Personal Property Replacement Tax. The State distributes this tax to local governments off of a set percentage. The State has stated that these percentage estimates were not calculated appropriately and many local governments have received more money than they should have. This has caused a depletion in the amount that each County will receive over the upcoming years. Hopkinson reviewed information on the Cannabis Tax. The County has a 3.75% tax on adult-use cannabis in unincorporated areas. (Madam Chairman Pierog arrived remotely at 9:11 a.m.) Hopkinson reviewed that County's Collective Bargaining Agreements (CBA). There are six expired contracts that are currently in negotiations. She explained that she will continue to include statistics on County Office/Department's total salaries, that include overtime. She provided the Finance Department's upcoming activities and job tasks. She spoke on the Responsible Bidders' Ordinance. She noted that there is now a link on the Kane County Finance webpage with more detailed information on the ordinance. Hopkinson informed the Committee that moving forward, each Committee's financial reports will include more details describing the County's historical information. Hopkinson addressed questions and comments from the Committee. Discussion ensued.

## 9. New Business

### A. Discussion ONLY - Amending Kane County Financial Policies

Fin. Exec. Dir. Hopkinson introduced the upcoming process of amending Kane County's Financial Policies. Included within the agenda packet are the financial policies. The financial policy document is one solid document that makes it difficult to (Madam Chairman Pierog arrived in-person at 9:18 a.m.) read through. Hopkinson sought feedback from the Committee on bringing financial policy amendment resolutions to the next Finance Committee meeting and how to better improve these policies. She stated it would be an easier process to amend parts of the overall policy document, than in it's entirety. Hopkinson explained that there is not a budget policy set for FY25. The Committee and Finance Department will have an opportunity to improve on FY25's Budget Policy. Hopkinson addressed questions and comments from the Committee. Discussion ensued.

### B. Authorizing FY23 Budget Adjustment and Transfer from the Tax Sale & Error Fund to the General Fund

KC Executive Committee

<b>RESULT:</b>	<b>MOVED FORWARD BY ROLL CALL VOTE</b>
<b>TO:</b>	KC Executive Committee
<b>MOVER:</b>	Bill Lenert
<b>SECONDER:</b>	Anita Lewis
<b>AYE:</b>	Dale Berman, Bill Lenert, Leslie Juby, Anita Lewis, Jarett Sanchez, Clifford Surges, and Vern Tepe

**C. Authorizing FY24 Budget Adjustment for the Circuit Clerk's Office**

KC Executive Committee

<b>RESULT:</b>	<b>MOVED FORWARD BY ROLL CALL VOTE</b>
<b>TO:</b>	KC Executive Committee
<b>MOVER:</b>	Bill Lenert
<b>SECONDER:</b>	Anita Lewis
<b>AYE:</b>	Dale Berman, Bill Lenert, Leslie Juby, Anita Lewis, Jarett Sanchez, Clifford Surges, and Vern Tepe

**D. Authorizing FY24 Budget Adjustment and Fund Transfer from Fund 234 to Fund 221**

KC Executive Committee

<b>RESULT:</b>	<b>MOVED FORWARD BY ROLL CALL VOTE</b>
<b>TO:</b>	KC Executive Committee
<b>MOVER:</b>	Leslie Juby
<b>SECONDER:</b>	Anita Lewis
<b>AYE:</b>	Dale Berman, Bill Lenert, Leslie Juby, Anita Lewis, Jarett Sanchez, Clifford Surges, and Vern Tepe

**E. Authorizing a Design-Build with ENCAP, Inc for the Design and Construction of the Geneva Creek Stabilization Project in Kane County**

KC Executive Committee

<b>RESULT:</b>	<b>MOVED FORWARD BY ROLL CALL VOTE</b>
<b>TO:</b>	KC Executive Committee
<b>MOVER:</b>	Anita Lewis
<b>SECONDER:</b>	Leslie Juby
<b>AYE:</b>	Dale Berman, Bill Lenert, Leslie Juby, Anita Lewis, Jarett Sanchez, Clifford Surges, and Vern Tepe

**F.** Authorizing Annual Renewal of CityView License and Maintenance with Harris Corporation

KC Executive Committee

<b>RESULT:</b>	<b>MOVED FORWARD BY ROLL CALL VOTE</b>
<b>TO:</b>	KC Executive Committee
<b>MOVER:</b>	Leslie Juby
<b>SECONDER:</b>	Jarett Sanchez
<b>AYE:</b>	Dale Berman, Bill Lenert, Leslie Juby, Anita Lewis, Jarett Sanchez, Clifford Surges, and Vern Tepe

**G.** Authorizing Renewal of Contract for Benefit Administration Services

KC Executive Committee

<b>RESULT:</b>	<b>MOVED FORWARD BY ROLL CALL VOTE</b>
<b>TO:</b>	KC Executive Committee
<b>MOVER:</b>	Bill Lenert
<b>SECONDER:</b>	Anita Lewis
<b>AYE:</b>	Dale Berman, Bill Lenert, Leslie Juby, Anita Lewis, Jarett Sanchez, Clifford Surges, and Vern Tepe

**H.** Authorization of a Contract Extension for Kane County Building Automation System (BAS) & Repair Services

KC Executive Committee

<b>RESULT:</b>	<b>MOVED FORWARD BY ROLL CALL VOTE</b>
<b>TO:</b>	KC Executive Committee
<b>MOVER:</b>	Anita Lewis
<b>SECONDER:</b>	Leslie Juby
<b>AYE:</b>	Dale Berman, Bill Lenert, Leslie Juby, Anita Lewis, Jarett Sanchez, Clifford Surges, and Vern Tepe

- I. Authorizing a Contract Extension for Mill Creek SSA Brush Pick-up Services  
KC Executive Committee

<b>RESULT:</b>	<b>MOVED FORWARD BY ROLL CALL VOTE</b>
<b>TO:</b>	KC Executive Committee
<b>MOVER:</b>	Bill Lenert
<b>SECONDER:</b>	Leslie Juby
<b>AYE:</b>	Dale Berman, Bill Lenert, Leslie Juby, Anita Lewis, Jarett Sanchez, Clifford Surges, and Vern Tepe

- J. Authorizing a Contract Extension for Mill Creek SSA Turf Fertilization/Weed Control Services  
KC Executive Committee

<b>RESULT:</b>	<b>MOVED FORWARD BY ROLL CALL VOTE</b>
<b>TO:</b>	KC Executive Committee
<b>MOVER:</b>	Anita Lewis
<b>SECONDER:</b>	Bill Lenert
<b>AYE:</b>	Dale Berman, Bill Lenert, Leslie Juby, Anita Lewis, Jarett Sanchez, Clifford Surges, and Vern Tepe

- K. Authorizing a Contract Extension for Mill Creek SSA Parkway Tree & Stump Removal Services  
KC Executive Committee

<b>RESULT:</b>	<b>MOVED FORWARD BY ROLL CALL VOTE</b>
<b>TO:</b>	KC Executive Committee
<b>MOVER:</b>	Anita Lewis
<b>SECONDER:</b>	Leslie Juby
<b>AYE:</b>	Dale Berman, Bill Lenert, Leslie Juby, Anita Lewis, Jarett Sanchez, Clifford Surges, and Vern Tepe

- L. Ratifying an Emergency Purchase Affidavit to Purchase a 2023 Ford Super Duty F-450 Salt Truck for the Building Management Department  
Committee Member Juby asked how the salt truck would be utilized. ITD/BLD Exec. Dir. Fahnestock explained that this would be the replacement of the only snow removal vehicle that Building Management (BLD) utilizes. This vehicle will remove snow at County buildings that are not covered under previous contracts.

## KC Executive Committee

<b>RESULT:</b>	<b>MOVED FORWARD BY ROLL CALL VOTE</b>
<b>TO:</b>	KC Executive Committee
<b>MOVER:</b>	Bill Lenert
<b>SECONDER:</b>	Anita Lewis
<b>AYE:</b>	Dale Berman, Bill Lenert, Leslie Juby, Anita Lewis, Jarett Sanchez, Clifford Surges, and Vern Tepe

**M.** Approving the Purchase of a Replacement Vehicle for the Sheriff's Office

## KC Executive Committee

<b>RESULT:</b>	<b>MOVED FORWARD BY ROLL CALL VOTE</b>
<b>TO:</b>	KC Executive Committee
<b>MOVER:</b>	Bill Lenert
<b>SECONDER:</b>	Jarett Sanchez
<b>AYE:</b>	Dale Berman, Bill Lenert, Leslie Juby, Anita Lewis, Jarett Sanchez, Clifford Surges, and Vern Tepe

**N.** Authorizing Capital Projects from the Capital Fund

## KC Executive Committee

<b>RESULT:</b>	<b>MOVED FORWARD BY ROLL CALL VOTE</b>
<b>TO:</b>	KC Executive Committee
<b>MOVER:</b>	Anita Lewis
<b>SECONDER:</b>	Leslie Juby
<b>AYE:</b>	Dale Berman, Bill Lenert, Leslie Juby, Anita Lewis, Jarett Sanchez, Clifford Surges, and Vern Tepe

**O.** Authorizing Participation in the Appellate Prosecutor Program

## KC Executive Committee

<b>RESULT:</b>	<b>MOVED FORWARD BY ROLL CALL VOTE</b>
<b>TO:</b>	KC Executive Committee
<b>MOVER:</b>	Bill Lenert
<b>SECONDER:</b>	Anita Lewis
<b>AYE:</b>	Dale Berman, Bill Lenert, Leslie Juby, Anita Lewis, Jarett Sanchez, Clifford Surges, and Vern Tepe

- P. Amending Section 2-196(A) of the Kane County Code (Depositories for Funds of County Treasurer/Collector)

KC Executive Committee

<b>RESULT:</b>	<b>MOVED FORWARD BY ROLL CALL VOTE</b>
<b>TO:</b>	KC Executive Committee
<b>MOVER:</b>	Jarett Sanchez
<b>SECONDER:</b>	Bill Lenert
<b>AYE:</b>	Dale Berman, Bill Lenert, Leslie Juby, Anita Lewis, Jarett Sanchez, and Clifford Surges
<b>NAY:</b>	Vern Tepe

- Q. Establishing the Office of Community Reinvestment's Finance and Administration Division, the Position of Assistant Director for Finance and Administration, and the Transfer of Workforce Development Fiscal Staff from the Finance Department to the Office of Community Reinvestment

Committee Member Lewis inquired if this resolution would be increasing funding to the department or simply moving funds from the Finance Department to the Office of Community Reinvestment and Workforce Development. Committee Member Juby inquired the same information. Fin. Exec. Dir. Hopkinson stated that there are three positions within the Finance Department that solely work for the Workforce Development Division. She reviewed the County's history of these three positions. OCR Dir. Berger explained that he is taking one of the office's position, that is currently vacant, and changing the job description. This will entail a salary increase. In addition, he would be creating a new division within his office and will cross-train each employee to work on Community Reinvestment and Workforce Development items.

KC Human Services Committee

<b>RESULT:</b>	<b>MOVED FORWARD BY ROLL CALL VOTE</b>
<b>TO:</b>	KC Human Services Committee
<b>MOVER:</b>	Jarett Sanchez
<b>SECONDER:</b>	Leslie Juby
<b>AYE:</b>	Dale Berman, Bill Lenert, Leslie Juby, Anita Lewis, Jarett Sanchez, and Vern Tepe
<b>ABSTAIN:</b>	Clifford Surges



**10. Old Business**

Committee Member Juby wanted to discuss the Budget Process for FY25. She stated that it was a difficult process that did not follow the financial policy. She requested that the tax levies be separated from the County budget votes. Fin. Exec. Dir. Hopkinson explained she has been looking into the FY25 Budget process. She requested any input from the Committee on how to make this policy and process more fluid. In the past, the County's budget has been passed in November. Moving forward, Hopkinson would like to move the time frame up. Much discussion ensued on a budget process timeline.

**11. Reports Placed On File**

<b>RESULT:</b>	<b>APPROVED BY UNANIMOUS CONSENT</b>
<b>MOVER:</b>	Jarett Sanchez

**12. Committee Chairman's Comments**

None.

**13. Executive Session**

The Finance Committee entered into Executive Session at 9:57 a.m. to discuss the release of Closed Session Minutes on a motion made by Sanchez, seconded by Lenert. Motion carried unanimously by voice vote. (Surges left at 9:55 a.m.)

<b>RESULT:</b>	<b>APPROVED BY VOICE VOTE</b>
<b>MOVER:</b>	Jarett Sanchez
<b>SECONDER:</b>	Bill Lenert

A. Release of Closed Session Minutes

**14. Open Session**

The Committee returned to Open Session at 10:00 a.m. on a motion made by Sanchez, seconded by Lenert. Motion carried unanimously by voice vote.

<b>RESULT:</b>	<b>APPROVED BY VOICE VOTE</b>
<b>MOVER:</b>	Jarett Sanchez
<b>SECONDER:</b>	Bill Lenert

## A. Vote on Release of Closed Session Minutes

Committee Member Sanchez motioned to release the Closed Session Minutes as recommended by the State's Attorney's Office and reflected in Exhibit A, Lenert seconded. Motion carried unanimously by roll call vote.

<b>RESULT:</b>	<b>APPROVED BY ROLL CALL VOTE</b>
<b>MOVER:</b>	Jarett Sanchez
<b>SECONDER:</b>	Bill Lenert
<b>AYE:</b>	Dale Berman, Bill Lenert, Leslie Juby, Anita Lewis, Jarett Sanchez, and Vern Tepe
<b>ABSENT:</b>	Clifford Surges

## 15. Public Comment (Non-Agenda Items)

None.

## 16. Adjournment

<b>RESULT:</b>	<b>APPROVED BY VOICE VOTE</b>
<b>MOVER:</b>	Bill Lenert
<b>SECONDER:</b>	Leslie Juby

This meeting was adjourned at 10:01 AM.

Savannah Valdez  
Recording Secretary