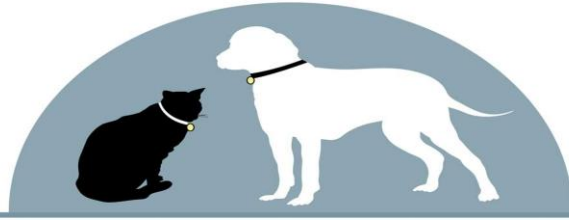




COUNTY OF KENDALL, ILLINOIS
ECONOMIC DEVELOPMENT & ADMINISTRATION
Kendall County Office Building, 111 W. Fox Street
County Board Rm 209 & 210, Yorkville, IL 60560
Wednesday March 15th, 2023, at 5:30pm
MEETING AGENDA

1. **Call to Order**
2. **Roll Call:** Elizabeth Flowers (Chair), Scott Gengler, Dan Koukol, Brooke Shanley, Seth Wormley
3. ***MOTION (VV) Approval of Agenda**
4. **Committee Reports and Updates**
 - A. Animal Control Department Update – Director Taylor Cosgrove (pg 1)
 - B. Emergency Management Agency Update – Director Roger Bonuchi (pg 5)
5. **New Committee Business**
 - A. **Discussion** *Economic Development Coordinator (pg 6)*
 - B. ***MOTION (VV) (Fwd to CB)** *Agreement for Exel Inc. dba DHL Supply Chain (USA)*
Abatement of Real Property Taxes
6. **Old Committee Business**
7. **Chairman's Report**
8. **Public Comment**
9. **Questions for the Media**
10. **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 by the Section 2.06. 5ILCS 120-2/21**
11. **Items for Committee of the Whole**
12. **Action Items for County Board**
13. **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



KENDALL COUNTY
ANIMAL CONTROL

Financial Statements FY23
February 2023

KENDALL COUNTY ANIMAL CONTROL FUND #1301
Statement of Revenues And Expenditures
2/28/2023

	CURRENT YEAR				PRIOR YEAR	VARIANCE
	FY23 Budget	February Actual	FY23 YTD	YTD Percent of Budget	FY22 YTD	FY23 YTD v. FY22 YTD
REVENUE						
Fines & Fees	\$ 20,000	\$ 2,588	\$ 8,789	44.0%	\$ 3,670	\$ 5,119
Miscellaneous	300		-		84	(84)
Donations	5,000		-		490	(490)
Rabies Tags Sold	300,000	38,209	80,527	26.8%	47,257	33,270
Intact Registration Fee	13,000	845	2,060	15.9%	2,205	(145)
Transfer In from State Pet Fund			-			
Total Revenue	\$ 338,300	\$ 41,642	\$ 91,376	27.0%	\$ 53,706	\$ 37,670
EXPENDITURE						
Salary - Other	\$ 119,808	\$ 5,286	\$ 13,554	11.3%	\$ 8,473	\$ 5,082
Salary - Administrator	6,500	500	1,300	20.0%	1,000	300
Salary - Animal Control Warden	61,800	4,615	10,385	16.8%	7,615	2,769
Salary - Assistant Warden	41,600	3,520	9,152	22.0%	4,752	4,400
Overtime	500	-	132	26.4%	-	132
Office Supplies	1,200	567	704	58.7%	301	403
Postage	1,600	220	434	27.2%	-	434
Training	2,000		50	2.5%	-	50
Telephone & Pager	1,200	84	253	21.1%	135	118
Contractual Service	6,000		31	0.5%	-	31
Equipment	3,500				775	(775)
Vehicle Maintenance	1,600				-	-
Gasoline/Fuel/Oil	600	66	134	22.3%	28	106
Uniforms	750				336	(336)
Refunds	500				-	-
Observation/Disposal	500				-	-
Microchips	1,500	1,016	1,016	67.7%		1,016
Volunteers/Public Relations	1,000				-	-
Neuter/Spay Fees					-	-
Rabies Tags	2,500	139	2,377	95.1%	2,313	64
Transportation, Board & Care	10,000	400	912	9.1%	-	912
Kennel Improvements					-	-
Capital Expenditures					-	-
Total Operating Expenditure	\$ 264,658	\$ 16,414	\$ 40,434	15.3%	\$ 25,727	14,707
TRANSFERS OUT						
Transfer to General Fund	\$ 35,200	\$ 902	\$ 3,264	9.3%	\$ 3,149	\$ 115
Transfer to IMRF Fund	17,075	789	2,224	13.0%	1,981	243
Transfer to SS Fund	13,000	1,065	2,870	22.1%	1,980	890
Transfer to Building Fund	15,000		-			
Total Transfers Out	\$ 80,275	\$ 2,756	\$ 8,358	10.4%	\$ 7,110	\$ 1,248
Total Expenditure & Transfers Out	\$ 344,933	\$ 19,170	\$ 48,792	14.2%	\$ 32,837	\$ 15,955
Total Revenue Over/(Under) Expenditure	\$ (6,633)	\$ 22,472	\$ 42,584	-642.0%	\$ 20,869	\$ 21,715

**KENDALL COUNTY ANIMAL CONTROL FUND #1301
FUND (CASH) BALANCE
FY 2023**

MONTH	FY23 Monthly REVENUE OVER/(UNDER) EXPENSES	FY23 FUND (CASH) BALANCE	FY22 Monthly REVENUE OVER/(UNDER) EXPENSES	FY22 FUND (CASH) BALANCE
Beginning Fund (Cash) Balance		\$ 153,804		\$ 159,477
December-22	\$ 10,068	163,872	\$ (6,190)	153,287
January-23	15,569	179,441	21,276	174,563
February-23	22,472	201,913	392	174,955
March-23			4,448	179,403
April-23			6,407	185,809
May-23			5,664	191,473
June-23			14,073	205,546
July-23			1,276	206,822
August-23			11,342	218,164
September-23			10,828	228,992
October-23			(4,195)	224,798
November-23			(70,994)	153,804
Fund (Cash)	\$ 48,109		\$ (5,673)	
YTD Fund Balance		\$ 201,913		\$ 153,804

KENDALL COUNTY ANIMAL CONTROL
Statement of Revenues And Expenditures
2/28/2023

Animal Medical Care Fund #1302

	FY23 Budget	February Actual	YTD Actual	YTD Percent of Budget	Fund Balance
Beginning Balance	\$ 16,300				FY13 \$250 FY14 21,935 FY15 33,497
Revenue					FY16 32,810 FY17 32,325 FY18 26,165 FY19 20,132
Donations & Receipts	10	-	1,300	13000.0%	FY20 18,939
Total Revenue	10	-	1,300	13000.0%	FY21 18,050 FY22 \$ 16,300
Expenditure					
Animal Medical Care Expenses	3,000	347	781	26.0%	
Heartworm Testing	500	-	-	0.0%	
FeLuk/FIV Testing	750	-	-	0.0%	
Total Expenditure	4,250	347	781	18.4%	
Ending Balance	\$ 12,060	\$ (347)	\$ 519		

County Animal Population Control Fund #1309

	FY23 Budget	February Actual	YTD Actual	YTD Percent of Budget	Fund Balance
Beginning Balance	\$ 114,739				FY11 46,246 FY12 60,939 FY13 64,358
Revenue					FY14 71,549 FY15 83,094 FY16 97,935 FY17 106,508
Fees	12,000	1,805	2,785	23.2%	FY18 108,859
Total Revenue	12,000	1,805	2,785	23.2%	FY19 117,265 FY20 115,665 FY21 114,716 FY22 114,739
Expenditure					
Spay/Neuter Fees - Targeted Dogs/Cats	10,000	-	1,449	14.5%	
Spay/Neuter Fees - Adopted Dogs/Cats	10,000	2,739	5,943	59.4%	
Total Expenditure	20,000	2,739	7,393	37.0%	
Ending Balance	\$ 106,739	\$ (934)	\$ (4,608)		

Animal Control Capital Fund #1400

	FY23 Budget	February Actual	YTD Actual	YTD Percent of Budget	Fund Balance
Beginning Balance	\$ 42,131				FY11 87,769
Expenditure					FY13 46,762 FY14 51,661 FY15 69,276 FY16 125,571 FY17 134,712 FY18 142,293 FY19 113,553 FY20 3,551 FY21 23,607 FY22 \$ 42,131
Expense - Building Improvements	10,000	-	-	-	
Capital Expenditure	2,500	-	3,800	152.0%	
Total Expenditure	12,500	-	3,800	30.4%	
Transfers In					
Transfers In - from Animal Control Fund	15,000	-	-	0.0%	
Total Transfers In	15,000	-	-	-	
Ending Balance	\$ 44,631	\$ -	\$ (3,800)		

Kendall County Emergency Management Agency

1102 Cornell Lane, Yorkville Illinois 60560

Roger Bonuchi, Director

Tracy Page, Deputy Director

Emergency Management Report

FEBRUARY 2023

○ **KCEMA Operations**

- 2 new volunteer member have joined and 1 more is coming soon.
- Editing of general orders as part of our policy project will be offer for review soon.
- Two tall metal storage cabinets for the EOC have been built
- 8 new Kenwood HT radios are on backorder until June
- EOP rewrite has been postponed by the State until 2024
- ILCATT rewrite - due early spring of 2023
- Reaccreditation has been postponed by the State until 2024

○ **Light Tower**

- The light tower is on order. PO received by the vendor

○ **Nuclear**

- Quarterly grant documentation was submitted
- Pre-exercise was held on February 22nd 2023
- Dresden's Exercise – March 28th 2023
- Dosimetry Drift test has been completed
- Constellation (ComEd) is shedding its sirens. LaSalle and DeWitt Counties are first on the list. The sirens will be donated to a municipality or County. Of course the new owner will need to pay for maintenance. A swap out of the radios will need to be done as well as a transfer of the easement ownership of the land where the siren is installed. Kendall County's turn to decide this will be in 2023.

○ **Hazard Mitigation Plan**

- Next meeting is scheduled for April 18th and will be at the Oswego Fire Department.

○ **Meetings/Training/Volunteers/Details**

- KCEMA meeting was held on February 20th at 6:30pm in the EOC
- ILEAS Meetings twice a month
- ARES Region 3 & 4 EC meeting on the 3rd Tuesday of each month via Zoom
- Hosting a Pediatric Disaster Response class April 4th and 5th
- Hosted the IEMA Region 3 meeting, 25 people were in attendance



Kendall County Agenda Briefing

Committee:

Meeting Date:

Amount:

Budget:

Issue:

Background and Discussion:

Committee Action:

Staff Recommendation:

Prepared by:

Department:

Date:

TITLE: Economic Development Coordinator
DEPARTMENT: Administrative Services
SUPERVISED BY: Deputy County Administrator
FLSA STATUS: Exempt
APPROVED: DRAFT

I. Position Summary:

Under the supervision of the Deputy County Administrator, this role will be responsible for coordinating and overseeing of the economic development of the County of Kendall (“County”) including facilitating federal grants; facilitating business expansion and retention; recruiting new industry; and managing loan assistance through the Kendall County Revolving Loan Fund. This position will work to improve the local economy and diversify the tax base through local business retention, expansion, and fostering new business opportunities.

II. Essential Duties and Responsibilities:

The essential job duties for this position include, but are not limited to the following:

- A.** Performs primary duties requiring office or non-manual work directly related to the management or general business operations of the County, including, but not limited to the following:
1. Reviews and performs quality control on State of Illinois Databases related to economic development. Including, but not limited to business attraction, business retention, business development, available commercial/industrial real estate, workforce data, and workforce development.
 2. Oversees and manages the Kendall County Revolving Loan Fund and Revolving Loan Program.
 3. Assists local businesses in the unincorporated areas of the County with the zoning process and connection to various utilities.
 4. Serves as staff government relations representative with municipalities, community agencies, community stakeholders, public officials, and other economic development allies to assist new and existing businesses.
 5. Conducts research regarding new issues, methods, trends, and advances in economic development.
 6. Develops strategic economic development partnerships with businesses, organizations and communities within the County, as well as with other counties and municipalities.
 7. Attends meetings with public groups, clubs, organizations, and agencies in a public relations capacity to promote programs that encourage economic growth in the County.
 8. Responds to inquiries and meets with established and prospective business associations to serve as an information broker and liaison to County services and programs.
 9. Creates and administer a database of available commercial/industrial properties and active businesses.
 10. Creates marketing and promotional materials that promote the County’s economic development programs.
 11. Participates in professional and intergovernmental organizations that promote economic development and represents the County at local, regional and national meetings and conventions as needed and as assigned.
 12. Provides leadership, recommendations, and direction to elected officials and staff

Kendall County Job Description

regarding the County's economic development needs.

- B.** Performs primary duties that require the exercise of discretion and independent judgment with respect to matters of significance, and their recommendations are given great weight by the final decision makers, including, but not limited to the following:
 - 1. Develops and recommends goals, long- and short-term objectives, policies and priorities for economic growth programs in support of the County's economic development strategy, which recommendations are given significant weight by the final decision makers.
 - 2. Assists local businesses in the Enterprise Zone application process.
 - 3. Manages the Kendall County Property Tax Abatement Program and collaborates with municipalities on applications.
 - 4. Creates and recommends an economic development strategic plan for the County, which recommendations are given significant weight by the final decision makers.
 - 5. Coordinates and attends meetings with local economic development professionals from municipalities and other economic development organizations in the County.
 - 6. Reviews potential economic development projects proposed by state agencies for viability in the County, and serves as a liaison with the state agency regarding potential projects.
 - 7. Investigates and tracks available industrial and commercial real-estate.
 - 8. Serves as staff liaison to assigned economic development organizations and County Board Committees.
 - 9. Develops County Board policies, goals, priorities and long- and short-term economic development objectives.
 - 10. Assists interested businesses and industries in identifying potential sites, securing approvals, and identifying financing opportunities.
 - 11. Maintains a comprehensive and current understanding of policies, procedures, codes, and regulations, including all State, Federal and local laws and regulations, relating to economic development.
 - 12. Remains current on economic development information updates and other professional literature.
- C.** Travels to and attends meetings, conferences, workshops, and training sessions as approved and as assigned, both during and after business hours. Such travel includes travel both within and outside of County limits and may include travel outside the State of Illinois, as needed to perform assigned job duties.
- D.** Attends County Board and Committee meetings as requested, both during and after business hours.
- E.** Attends local government meetings as requested, both during and after business hours.
- F.** Prepares and revises correspondence, reports, presentations, and any other documentation, as needed, to perform assigned job duties.
- G.** Handles confidential matters daily relating to all functions of Administrative Services, the County Board, and its committees, and maintains confidentiality of said information.
- H.** Complies with all applicable federal and state laws and regulations regarding or relating to assigned job duties including, but not limited to the Illinois Open Meetings Act, the Illinois Freedom of Information Act, and the Illinois Local Records Act.
- I.** Complies with all applicable policies and procedures regarding or relating to assigned job duties.
- J.** Maintains regular attendance and punctuality.
- K.** Performs other duties, as assigned.

Kendall County Job Description

III. Supervisory Responsibilities.

This job has no supervisory responsibilities.

IV. Qualifications:

To perform this job successfully, an individual must be able to perform all essential duties satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required for the position.

A. Language Skills:

1. Ability to research, read, and interpret documents and simple instructions.
2. Ability to prepare documents, reports, and correspondence.
3. Ability to speak effectively with the public, employees, outside entities, vendors, and the County's elected officials and department heads in both one-on-one and group settings.
4. Requires good knowledge of the English language, spelling, and grammar.
5. Bilingual ability in Spanish is preferred.

B. Mathematical Skills:

1. Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
2. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
3. Ability to read and understand basic workplace data, such as simple forms, tables, graphs, schedules etc.

C. Reasoning Ability:

1. Ability to analyze situations to identify problems, identify sources of obstacles, and evaluate possible solutions.
2. Ability to deal with problems involving several concrete variables in standardized situations.
3. Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.

D. Certificates, Licenses, and Registrations:

1. Current and valid Driver's License and reliable transportation.
2. Must possess the Certified Economic Developer (CECD) certification or must successfully obtain this certification within first year of employment.
3. Economic Development Finance Professional (EDFP) certification is also preferred.
4. Any and all other certificates and registrations as required for the specific duties performed.

E. Other Skills, Knowledge and Abilities:

1. Strong organization and multi-tasking skills.
2. Ability to carry out duties with minimal supervision.
3. Ability to research materials and develop reports from information gathered.
4. Ability to maintain confidentiality.
5. Comprehensive understanding of the economic development field and application of advanced principles, techniques and theory.
6. Excellent prioritization skills and the ability to meet deadlines.

Kendall County Job Description

7. The ability to display a positive, cooperative, professional, and team-orientated attitude even in stressful situations.
8. The ability to listen, understand information and ideas, and work effectively with County personnel, department heads, elected officials, businesses, and other organizations.
9. The ability to follow guidance and work independently until project completion.
10. Proficient knowledge of MS Word, Excel, Outlook, PowerPoint.
11. Knowledge of office practices, principles of modern record keeping, set and maintaining filing systems.
12. Skills in operating a personal computer, facsimile machine, copier, and typewriter.
13. Ability to comply with all County policies and procedures and adhere to set standards.

F. Education and Experience:

1. A minimum of a Bachelor's degree from an accredited college or university is required. Preferred areas of study are Business Administration, Public Administration, Community Development/Planning, Economics/Economic Development, Real Estate, Public Relations, Marketing, Business Development, Real Estate, or related area of study.
2. At least three (3) years of previous work experience in business administration, public administration, community development/planning, economic development, real estate, public relations, marketing, business development, and/or real estate is required.
3. A Master's Degree in Business, Public Administration, or Marketing is preferred.

G. Physical Demands:

While performing the duties of this job, the employee must be able to:

1. Frequently sit for long periods of time at a desk, in meetings, and during travel to various locations to perform assigned job duties;
2. Occasionally walk to other offices in the County Office Building and other County buildings (e.g., Historic Courthouse).
3. Regularly use computers and other electronic equipment to perform assigned job duties;
4. Occasionally lift and/or move up to 40 pounds;
5. Frequently lift and/or move up to 10 pounds;
6. Use hands to finger, handle or feel;
7. Reach, push, and pull with hands and arms;
8. Talk and hear in person and via use of telephone;
9. Specific vision abilities include close and distance vision, as well as depth perception;
10. Travel independently to other County office buildings and to other locations throughout the County, the State of Illinois, and outside the State of Illinois, as needed, to perform assigned job duties.

V. Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is subject to the following working conditions:

1. Mostly inside environmental conditions, except when outside traveling between various buildings/locations throughout the County, the State of Illinois, and outside the State of Illinois, as needed to perform assigned job duties.

Kendall County Job Description

2. The noise level in the work environment is usually quiet to moderately quiet.
3. Employee may be exposed to stressful situations while working with others to perform assigned job duties.
4. Employee is required to provide their own transportation to travel to and from meetings, training, conferences, etc.
5. Employee must be able to perform all assigned job duties during normal business hours and outside of normal business hours, as needed.

By signing my name below, I hereby affirm that I received a copy of this job description.

Employee Receipt Acknowledgement & Signature

Date

Signature of Supervisor

Date

cc: personnel file, employee

DRAFT