

**COUNTY OF KENDALL, ILLINOIS**  
**ECONOMIC DEVELOPMENT & ADMINISTRATION COMMITTEE**  
**Meeting Minutes for Wednesday December 20,2023 at 5:30 p.m.**

**Call to Order** The meeting was called to order by Committee Chair Elizabeth Flowers at 5:31 p.m.

**Roll Call**

<b>Attendee</b>	<b>Status</b>	<b>Arrived</b>	<b>Left Meeting</b>
Elizabeth Flowers	Here		
Scott Gengler	Here		
Dan Koukol	Here		
Brooke Shanley	absent	5:33 p.m.	
Seth Wormley	Here		

**With four (4) members present a quorum was established at 5:31 p.m.**

**Staff Present:** Christina Burns, Latreese Caldwell, Taylor Cosgrove, Brianna Falk, Roger Bonuchi, Todd Volker

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

**Committee Reports and Updates**

- A. Animal Control Department Update** – Director of Animal Control Taylor Cosgrove briefed the committee and included her reports in the packet provided. She noted that the average length of stay has decreased over last year, and that they have been successful in moving both dogs and cats to homes and into rescues. It was noted that the intake of animals brought in as owner surrenders has increased over the last fiscal year. Ms. Cosgrove also brought to the committee’s attention changes made to the AC adoption contract (pages 9-11). They revised to reflect current SOP’s that allow for cat surrenders with Animal Control.
- B. Emergency Management Agency Update** – Director of EMA Roger Bonuchi included his November updates in the packet provided. EMA is currently working on the Hazard Mitigation Plan, and he will brief the committee later in this meeting.
- C. Revolving Loan Status Update-** Deputy County Administrator Latreese Caldwell updated the committee on the revolving loan status. All loans except Lucky’s Beef N Dogs are current in their payments. Lucky’s Beef N Dogs is in arrears and the demand letter has been sent to owners. At this time there has been no response from the owners.

**New Committee Business**

**A. Discussion and Approval of Kendall Area Transit IL Downstate Operating Assistance (DOAP) Grant Financial Report June 30, 2023**

Deputy Administrator Latreese Calwell directed the committee to page 19 of the packet. The State’s Transit Grant fiscal year runs from July 1, 2022 – June 30, 2023. Mack & Associates audited the financial statements and in their opinion, the Illinois Downstate Operating Assistance Program (DOAP) Agreement Annual Financial Report presents fairly, in all material respects, the revenues and expenses of the Illinois Downstate Operation Assistance Program Agreement of the County of Kendall, Illinois, for the year ended June 30, 2023, in accordance with the financial reposting provisions of the Illinois Department of Transportation Division of Public and Intermodal Transportation.

Member Gengler made a motion to forward the Approval of Kendall Area Transit IL Downstate Operating Assistance (DOAP) Grant Financial Report June 30, 2023 to the January 16, 2024 County Board under consent agenda, second by Member Shanley. **With five (5) members voting aye, the motion was carried by a vote of 5 -0.**

### **B. Discussion and Approval of Kendall Area Transit Section 5311 Grant Financial Report June 30, 2023**

Deputy Administrator Latreese Calwell directed the committee to page 32 of the packet for the statements from the audit. Mack & Associates audited the financial statements and in their opinion, the Section 5311 Grant Agreement Annual Financial report presents fairly, in all material respects, the revenues and expenses of the Section 5311 Grant Agreement of the County of Kendall, Illinois for the year ended June 30, 2023, in accordance with the financial reposting provisions of the Illinois Department of Transportation Division of Public and Intermodal Transportation. Ms. Caldwell noted that all revenue collected as of June 30, 2023. The question was asked if KC is reimbursed for some of the administrative costs for the grant work, Ms. Caldwell said they are able to hold back a percentage for the administrative costs.

Member Shanley made a motion to forward the Approval of Kendall Area Transit Section 5311 Grant Financial Report June 30, 2023 to the January 16, 2024 County Board under consent agenda, second by Member Gengler. **With five (5) members voting aye, the motion was carried by a vote of 5 -0.**

### **C. Discussion and Approval of Kendall Area Transit Coronavirus Aid, Relief, and Economic Security Act (CARES) Grant Financial Report June 30, 2023**

Deputy Administrator Latreese Caldwell explained that this will be the last year for this CARES grant. The Auditor's report can be found on page 43 of the packet. The CARES Grant Financial Report presents fairly, in all material respects, the revenues and expenses of the Kendall Area Transit Coronavirus Aid, Relief, and Economic Security Act (CARES) of the County of Kendall, Illinois for the year ended June 30, 2023, in accordance with the financial reposting provisions of the Illinois Department of Transportation Division of Public and Intermodal Transportation. The financial reports can be found on pages 46-50 of the packet.

Member Koukol made a motion to forward the Approval of Kendall Area Transit Coronavirus Aid, Relief, and Economic Security Act (CARES) Grant Financial Report June 30, 2023 to the January 16, 2024 County Board under consent agenda, second by Member Shanley. **With five (5) members voting aye, the motion was carried by a vote of 5 -0.**

### **D. Discussion and Approval of Hazard Mitigation Plan**

Director of EMA Roger Bonuchi briefed the committee and directed them to pages 51-58 of the packet. Kendall County EMA has been working with American Environmental, IEMA, and FEMA since November 2022 on an update of the County's Hazard Mitigation Plan. A number of municipalities and other entities within Kendall County are also participants. EMA is moving toward the last step of the plan update process that will include requesting that the County Board adopt the Plan. Adoption will ensure that the County is eligible to apply for mitigation project funding from FEMA/IEMA in the future. The next step is to hold a Town Hall meeting on February 20, 2024 to solicit comments from the public, comment period will be open until March 20, 2024. This plan will then be forwarded to FEMA/IEMA for their approval process and then brought back to the County Board. HMP are to be updated every five years.

Member Wormley made a motion to forward the Hazard Mitigation Plan to County Board, second by Member Gengler. **With five (5) members voting aye, the motion was carried by a vote of 5 -0.**

## **Old Committee Business –**

### **A. Discussion and Approval of Animal Control Volunteer Waiver Form**

Director of Animal Control Taylor Cosgrove directed the committee to page 12 of the packet for the Animal Control Volunteer Waiver form. The form has been updated to include the consent to record and photograph and the use of images in marketing and social media. The updated form will also include the employee volunteer addendum that resolves any prior legal issues of county employees volunteering at Animal Control. This form was drafted by HR Director Leslie Johnson and was also sent to the State's Attorney's Office for review per Ms. Cosgrove. A question was asked about the inmate volunteer program, and Ms. Cosgrove indicated that this will be starting again soon.

Member Shanley made a motion to approve the Animal Control Volunteer Waiver Form, second by Member Gengler. **With five (5) members voting aye, the motion was carried by a vote of 5 -0.**

**Chairman's Report** – Chair Flowers invited Economic Development Coordinator Todd Volker to give an update to the committee. He is working on getting current with all the business listings in Kendall County. Working on setting up a monthly business meeting with small business owners in conjunction with Waubonsee. Working on survey and focus groups to get a pulse of what is going on in Kendall County. Member Koukol, Todd Volker and Brian Holdiman will be doing an industrial tour in the New Year. Mr. Volker is also working on a business retention survey.

**Public Comment** – none

**Questions for the Media** – none

**Executive Session** – none

**Items for the Committee of the Whole Meeting** – none

### **Action Items for County Board**

- Kendall Area Transit IL Downstate Operating Assistance (DOAP) Grant Financial Report June 30, 2023
- Kendall Area Transit Section 5311 Grant Financial Report June 30, 2023
- Kendall Area Transit Coronavirus Aid, Relief, and Economic Security Act (CARES) Grant Financial Report June 30, 2023

**Adjournment** – Member Gengler made a motion to adjourn, second by Member Shanley. **With five (5) members present in agreement; the meeting was adjourned at 6:09 p.m.**

Respectfully submitted,  
Sally A. Seeger  
Administrative Assistant