

**COUNTY OF KENDALL, ILLINOIS**  
**ECONOMIC DEVELOPMENT & ADMINISTRATION COMMITTEE**  
**Meeting Minutes for Tuesday, June 25, 2024, at 5:30 p.m.**

**Call to Order:** The meeting was called to order by Chairman Elizabeth Flowers at 5:30 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		
Seth Wormley	Absent		

**With three (3) members present a quorum was established.**

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

**Approval of Agenda** – Member Koukol made a motion to approve the agenda, second by Member Gengler. **With 3 members voting aye, the motion was carried by a vote of 3 - 0.**

**Approval of Minutes** – Member Gengler made a motion to approve the May 15, 2024, Committee Meeting minutes, second by Member Koukol **With 3 members voting aye, the motion was carried by a vote of 3- 0.**

**Committee Reports and Updates**

- A. Animal Control Department Update** – Director of Animal Control Taylor Cosgrove spoke to the committee on Animal Controls report for the month of May. Bite reports are low for the month of May, but the number of stray dogs was higher, most of those dogs were reclaimed. Ms. Cosgrove also reported that Kendall County Animal Control has received recognition as a No-Kill Shelter from The Best Friends Network. They received a plaque this week in recognition. To qualify, more than 90% of animals leaving the shelter must leave the shelter alive., Animal Control has exceeded this benchmark.  
 Ms. Cosgrove would like to add that there were 2 level 5 bites that were reported in June. A level 5 bite is more severe than a regular bite. Bites are graded on 6 levels, level 1-2 being minor and 5-6 being more aggressive behavior including death. The first bite was from a dog. An investigation is currently in progress with the owner, Animal Control Director and Dr. Schlapp along with the help of the States Attorney’s office. The second bite was from a wild raccoon that was reported by the Kendall County Health Department. Raccoon bites are usually not handled by Animal Control but because this incident was reported by the Health Department, staff will move forward with the report. Staff received lots of donations for food and treats for the animals from the community after posting a Facebook post when the department ran out of food.
  
- B. Emergency Management Agency Update** – Director of Emergency Management Roger Bonuchi gave a monthly report update. (Page 14 in packet). Mr. Bonuchi spoke about the Youth Academy’s upcoming class. The attendees will be learning how to carry people who are not ambulatory. They will also learn how to search and rescue partially collapsed buildings, search in buildings with no lights along with learning to determine whether a building is safe to enter. The Youth Academy class will also learn disaster psychology, meaning learn how to manage themselves when they see someone who is severely injured or a fatality. Volunteers will be in attendance and assist with the training.

The Command bus is being prepared to attend the Plainfield Festival this weekend. The next event will be on the Fourth of July in Yorkville. A new member will be sworn in during the next meeting.

- C. **Revolving Loan Status Update** - Deputy Administrator Latreese Caldwell directed the committee to page 15 of the packet for the Economic Development Commission loan status ending April 30, 2024. Ms. Caldwell spoke about four outstanding loans now. Three of the four are current and one is on a payment plan.
- D. **Economic Development Update**- Economic Development Coordinator Todd Volker briefed the committee on last month's Economic Development updates. He spoke about the Environmental Summary. Business succession workshops are going well. Chamber directors seem to enjoy them as well. Mr. Volker is looking to set up a farm succession workshop.
- E. **KAT Update** - Deputy Administrator Latreese Caldwell gave a brief update on a new financial report that Kendall County Area Transit sent to Administration (pg. 18).

### **New Committee Business**

#### **A.\*MOTION (Forward to County Board):** Approval of Kendall Area Transit Vehicle Lease

This lease is an agreement between Kendall and VAC for VAC to utilize our buses. Finance budget analyst, Jennifer Breault, has reached out IDOT to verify the liability is enough coverage for the vehicles. Staff is currently waiting for a response to finalize the agreement.

Member Gengler made a motion for Approval of Kendall Area Transit Vehicle Lease to be forwarded to County Board meeting, second by Member Koukol.

After further discussion Member Gengler made a motion to amend his original motion and made a new motion to forward the Approval of Kendall Area Transit Vehicle Lease to County Board meeting after receiving IDOT recommendations, seconded by Member Koukol. **With 3 members voting aye, the motion was carried by a vote of 3 - 0.**

#### **B.\*MOTION (Forward to County Board):** Approval of Kendall Area Transit Pass Through Agreement for Public Transportation Financial Assistance Under Section 5310, Section 5311 and Downstate Operating Assistance Program (DOAP)

This agreement is between Kendall County and Voluntary Action Center of Northern Illinois (VAC). The main change to the agreement is that VAC will be receiving 60K a year, and it will be a 3-year term to the agreement

Member Gengler made a motion for Approval of Kendall Area Transit Pass Through Agreement for Public Transportation Financial Assistance Under Section 5310, Section 5311 and Downstate Operating Assistance Program (DOAP) to be forwarded to County Board meeting, second by Member Koukol. **With three (3) members voting aye, the motion was carried by a vote of 3 - 0.**

#### **C.\*MOTION (Forward to County Board):** Approval of Agreement between Voluntary Action Center and County of Kendall

This grant informs our main source of funds, Section 5310, Section 5311 and DOAP, that VAC will be our operator and notify them of the general requirements they will follow.

Member Gengler made a motion for Approval of Agreement between Voluntary Action Center and County of Kendall to be forwarded to County Board meeting, second by Member Koukol. **With 3 members voting aye, the motion was carried by a vote of 3-0.**

**D. \*MOTION (Forward to County Board)** : Approval of Animal Control Fee Ordinance Review

Ms. Cosgrove spoke about the changes in the fee schedule for impound fees, relinquishing fees and adoption fees. The fee changes round up to an even number.

Member Gengler made a motion for Approval of Animal Control Fee Ordinance to be forwarded to County Board meeting, second by Member Koukol. **With 3 members voting aye, the motion was carried by a vote of 3-0.**

**E. \*Discussion:** Economic Development Priorities

County Administrator, Christina Burns spoke to the committee on Economic Development Priorities. Included in the packet is one of the programs Kendall County is currently working with. The Kendall County Summer Internship Program connects enrolled or recently graduated students seeking career experience to a variety of employers in Kendall County.

**F. \*Discussion:** Revolving Loan Fund Program

Kendall County received funds for a Revolving Loan Fund from the Department of Commerce and Economic Opportunity's Community Development Assistance Program, which was funded from the US Department of Housing and Urban Development Community Development Block Grant. The original RLF funds were restricted to purposes outlined through DCEO and HUD requirements, designed to support businesses. In 2004, DCEO dissolved the program, permitting communities to use their funds as deemed appropriate by the community. The County adopted its current Revolving Loan Fund program in 2019. The fund currently has four small business loans with a total outstanding principal balance of \$210,341.63. One small business loan is currently in default. A fifth RLF loan was given to the City of Minooka for a water main extension for \$750,000, to be paid back as properties connect to the water main. The program's priorities and objectives are to stimulate economic growth in the County through business retention and growth, supporting equity for new businesses, incentivizing businesses to relocate, create and retain jobs, increase the property and sales tax base, and to leverage other sources of capital to support businesses. Staff is in the process of reviewing the application process to ensure we are gathering adequate financial information from applicants, and to better understand their business plans to help reduce the chance of making loans that go into default. Committee members discussed expanding funds for job growth and road studies for development of underutilized land and updating the LRP plan along with small business loans. Mrs. Burns presented ideas for the Committee to consider. The committee would like to further discuss this topic in upcoming meetings.

**Old Committee Business** – None

**Chairman's Report** – Member Gengler thanked Todd Volker, Matt Asselmeier and Christina Burns for hosting GCEP at the Pickerell house.

**Public Comment** – None

**Executive Session** – None

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

**Action Items for County Board -**

- Approval of Kendall Area Transit Vehicle Lease
- Approval of Kendall Area Transit Pass Through Agreement for Public Transportation Financial Assistance Under Section 5310, Section 5311 and Downstate Operating Assistance Program (DOAP)
- Approval of Agreement between Voluntary Action Center and County of Kendall
- Approval of Animal Control Fee Ordinance Review

**Adjournment** – Member Gengler made a motion to adjourn, second by Member Koukol.

**With 3 members present in agreement; the meeting was adjourned at 6:38p.m.**

Respectfully submitted,  
Nancy Villa  
Administrative Assistant