



COUNTY OF KENDALL, ILLINOIS
ECONOMIC DEVELOPMENT & ADMINISTRATION
Kendall County Historic Courthouse
110 W. Madison Street, Yorkville IL 60560
Wednesday, February 19, 2025, 5:30 PM

1. Call to Order
2. Roll Call: Dan Koukol (Chairman) Elizabeth Flowers, Seth Wormley, Scott Gengler, Brooke Shanley
3. Approval of Agenda
4. [Motion forward to County Board](#): Approval of Minutes from December 18, 2024, Committee Meeting (p.2)
5. Committee Reports and Updates
 - A. Animal Control Department Update – Director Taylor Cosgrove (p.5)
 - B. Emergency Management Agency Update – Director Roger Bonuchi (p.14)
 - C. Revolving Loan Status Update - Finance & Budget Analyst Jennifer Breault (p.16)
 - D. Economic Development Update – Economic Development Coordinator Todd Volker (p.17)
6. New Committee Business
 - A. [Motion \(VV\)](#): Approval of Appointment of Brooke Shanley as Economic Development & Administration Committee Vice Chair
 - B. [Motion forward to County Board](#): Approval of a Resolution Authorizing Execution and Amendment of Section 5311 Grant Agreement (p.19)
 - C. [Motion forward to County Board](#): Approval of an Ordinance to Provide Public Transportation in Kendall County, Illinois (p.21)
 - D. [Motion forward to County Board](#): Approval of Resolution for the Kendall Area Transit Program on Behalf of Kendall County, Illinois Granting Signature Authority to the County Administrator or the Deputy County Administrator in the Administrator's Absence (p.23)
 - E. Discussion of Attendance of SelectUSA
 - F. [Motion forward to County Board](#): Approval of an Employment Agreement with Dr. Gary Schlapp as Administrator Veterinarian (p 25)
 - G. Discussion of designating the Aurora Area Convention and Visitors Bureau as the County's tourism representative (p.38)
7. Old Committee Business
8. Chairman's Report
9. Public Comment
10. Executive Session
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

COUNTY OF KENDALL, ILLINOIS
ECONOMIC DEVELOPMENT & ADMINISTRATION COMMITTEE
Meeting Minutes for Thursday, December 18, 2024 at 5:30 p.m.

Call to Order: The meeting was called to order by Committee Chair Dan Koukol at 5:30 p.m.

Roll Call

Attendee	Status	Arrived	Left Meeting
Dan Koukol	Here		
Scott Gengler	Here		
Elizabeth Flowers	Here		
Brooke Shanley	absent		
Seth Wormley	Here		

With four (4) members present a quorum was established.

Staff Present: Christina Burns, Jennifer Breault, Matt Asselmeier, Roger Bonuchi, Taylor Cosgrove, Brianna Falk, Todd Volker

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

Approval of Minutes – Member Gengler made a motion to approve the September 18, 2004 Committee Meeting minutes, second by Member Flowers. **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, presented the monthly reports to the committee, beginning on page 5 of the provided packet. She noted a decrease in the population at their facility, which now houses 20 cats and 19 dogs, indicating a positive development. She noted that a volunteer created a “little library style” pet food pantry, the goal will be to get it installed in front of the Animal Control building in the spring. The pantry could be used by the community to drop off donations and also take food/supplies if they are in need. Animal Control is in the interview process for a new part-time kennel technician, she feels like they have some good candidates. The installation of fire alarms installed, and the carbon monoxide detectors had been installed in early December. A question was asked if they track how many people visit the facility, Ms. Cosgrove said they do require the public to sign a waiver when they come into the facility and GIS also has created a dashboard that they can use to track visitors.
- B. Emergency Management Agency Update** – Director of Emergency Management Roger Bonuchi presented an update on Emergency Management Agency (EMA) activities to the committee, as detailed on page 17 of the packet. He highlighted that the State is proposing amendments to the EMA Administrative Rule (Part 301). A significant and positive change is the proposal to extend the re-accreditation cycle from the current two years to three years. However, there may be adjustments to the formula for distributing grant funds to the counties, raising concerns that Kendall County may not receive the same allocation as in previous cycles. Mr. Bonuchi will engage in further discussions with other county EMA directors and will keep the committee updated.
- C. Kendall Area Transit Update** – PCOM/Finance & Budget Analyst Jennifer Breault guided the committee to page 19 of the packet for her written report. She highlighted the continued efforts to engage municipalities and encourage them to enhance their contributions to the Kendall Area Transit (KAT) program. Additionally, all buses are set to be rebranded with the new logo in the upcoming year. KAT is also awaiting the arrival of two buses from the Illinois Department of Transportation (IDOT).

- D. Revolving Loan Status Update** – Finance and Budget Analyst Jennifer Breault provided the committee with an update on the status of the Revolving Loans. Ms. Breault reported that two of the loans are currently in arrears. The first, Lucky's Beef n Dog has not had any payments since July. In October, staff attempted to contact the owners via certified mail, which was refused and subsequently returned. Ms. Breault seeks guidance from the committee regarding the next steps staff should take concerning the revolving loan. The second loan currently in arrears pertains to Camp Muddy Paws. The owner has contacted County Administrator Christina Burns and requested a deferral of the overdue amount until the end of the loan term, while continuing to make regular payments. It is important to note that this request would not modify the loan in any way. Ms. Breault is seeking the committee's consensus on whether this is a feasible course of action for staff to undertake. The committee has reached a consensus to approve the accommodation for Camp Muddy Paw's. Both Grace Holistic and The Law Office loans are currently up to date. Grace had been permitted to make interest-only payments for a limited period; however, full payments will recommence in January. The committee continued its discussions regarding potential options for the revolving loan for Lucky's Beef n Dog.
- E. Economic Development Update** – Todd Volker, the Economic Development Coordinator, guided the committee's attention to page 21 of the meeting packet, which outlines his monthly activities. He highlighted three primary projects currently underway: the update of the 2025 calendar of events, the continued progress of the *Made in Kendall* program, and the KEDA summer internship outreach initiative. Mr. Volker has secured six internship positions thus far and aims to achieve a total of 10 to 15 positions.

New Committee Business

A. Allocation of Estate Donations to Animal Control

Director of Animal Control, Taylor Cosgrove, briefed the committee that Animal Control received a \$10,000 donation recently. She has proposed to divide the money into three funds; \$5000 for medical fund, \$3500 for the spay-neuter fund, and \$1500 into the microchip program fund. The committee is in consensus with this distribution of the gift.

B. Discussion of adopting a County wide Trap-Neuter-Release program for cats

Director of Animal Control, Taylor Cosgrove, briefed the committee that Animal Control (AC) that this program has been in the works for many years. Animal Control is trying to create a solution to the feral cat population in Kendall County. Feral cats create many issues including complaints from the community, nuisance animal behavior, property damage, and litters of kittens that get brought to Animal Control. In the Trap-Neuter-Release (TNR) program any community member, volunteer or landowners can live-trap the feral cat and bring them to AC to be spay/neutered, rabies vaccinated, ear-tipped and microchipped before being released. The current voucher program would pay for the sterilization of feral cats, no new fund would need to be set-up. According to Ms. Cosgrove, per state statutes the policy needs to be formally adopted by Kendall County. Consensus is to bring the formal policy to the next Committee of the Whole for full board approval.

C. Discussion and Approval of Kendall Area Transit IL Downstate Operating Assistance (DOAP) Grant Financial Report June 30, 2024

Jennifer Breault reported that Mack & Associates completed the audit for Kendall Area Transit grants for the period July 1, 2023- June 30, 2024 and directed the committee to page 22 of the packet provided. All Kendall Area Transit grants received a clean audit, this means that in the opinion of the auditor, the financial reports present fairly, in all material respects, the revenues and expensed in accordance with the financial reporting provisions of the IL Department of Transportation (IDOT) division of Public and Intermodal Transportation.

Member Wormley made a motion for the Approval of Kendall Area Transit IL Downstate Operating Assistance (DOAP) Grant Financial Report June 30, 2024 and to forward to County Board meeting, second by Member Flowers. **With four (4) members voting aye, the motion was carried by a vote of 4- 0.**

D. Discussion and Approval of Kendall Area Transit Section 5311 Grant Financial Report June 30, 2024

Member Flowers made a motion for the Approval of Kendall Area Transit Section 5311 Grant Financial Report June 30, 2024 and to forward to County Board meeting, second by Member Gengler. **With four (4) members voting aye, the motion was carried by a vote of 4 - 0.**

E. Discussion and Approval of Kendall Area Transit Coronavirus Aid, Relief, and Economic Security Act (CARES) Grant Financial Report June 30, 2024

Member Wormley made a motion for the Approval of Kendall Area Transit Coronavirus Aid, Relief, and Economic Security Act (CARES) Grant Financial Report June 30, 2024 and to forward to County Board meeting, second by Member Flowers. **With four (4) members voting aye, the motion was carried by a vote of 4 - 0.**

F. Discussion of Made in Kendall

Todd Volker, the Economic Development Coordinator provided an update on the Kendall County *Made in Kendall* program. He currently has received nine nominations for products made in the County. The current procedures do not delineate who scores and determines what products are eligible for awards. Staff is recommending representatives from EDA, other County Board members, staff, manufacturing experts and/or economic development professionals fill this role. A discussion was held regarding potential candidates to serve on the selection committee and a timeline for selection.

Old Committee Business - None

Chairman's Report – Chair Koukol reported that he attended the ribbon-cutting ceremony for the opening of Johnson and Ridge Road. The Chairman has also been working with Todd Volker and collaborating on economic development possibilities in the county.

Public Comment - Miranda Marshall-Faulkner addressed the County regarding her family's concerns and inquired whether they would be willing to collaborate with her family on the repayment of the lien placed on the property owned by her parents.

Items for the Committee of the Whole Meeting

- County-wide Trap-Neuter-Release program for cats

Action Items for County Board

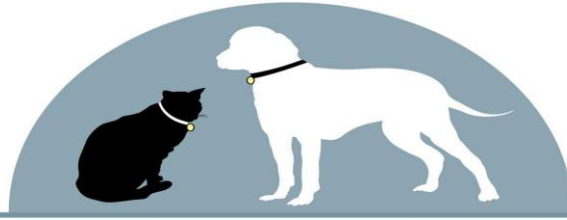
- Kendall Area Transit IL Downstate Operating Assistance (DOAP) Grant Financial Report June 30, 2024
- Kendall Area Transit Section 5311 Grant Financial Report June 30, 2024
- Kendall Area Transit Coronavirus Aid, Relief, and Economic Security Act (CARES) Grant Financial Report June 30, 2024

Executive Session - Committee went into Executive Session for the purpose 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 as mandated by Section 2.06.

All members returned to regular session at 6:27 p.m.

Adjournment – Member Flowers made a motion to adjourn, second by Member Gengler. **With four (4) members present voting aye; the meeting was adjourned at 6:30 p.m.**

Respectfully submitted,
Sally A. Seeger/Recorder-Administrative Assistant



KENDALL COUNTY

ANIMAL CONTROL

***Financial Statements FY25
January 2025***

KENDALL COUNTY ANIMAL CONTROL FUND #1301
Statement of Revenues And Expenditures
1/31/2025

	CURRENT YEAR				PRIOR YEAR	VARIANCE
	FY25 Budget	January Actual	FY25 YTD	YTD Percent of Budget	FY24 YTD	FY25 YTD v. FY24 YTD
REVENUE						
Fines & Fees	\$ 50,000	6,739	11,241	22%	\$ 5,387	\$ 5,853
Miscellaneous	100	-	-		-	-
Donations	5,000	-	10,000	200%	-	10,000
Rabies Tags Sold	320,000	24,140	57,035	5%	12,060	4,855
Intact Registration Fee	13,000	1,405	3,031	23%	470	2,561
Total Revenue	\$ 388,100	\$ 32,284	\$ 81,307	21%	\$ 17,917	\$ 23,270
EXPENDITURE						
Salaries-Part-Time	93,444.00					
Salaries-Full Time	38,613.00					
Salaries - Other		12,753	16,915		8,132	8,784
Salaries - Administration	15,000	1,731	2,308	15%	500	1,808
Sal Animal Control Warden	70,000	8,077	10,769	15%	4,849	5,920
Sal Asst Animal Ctrl Warden	47,590	5,528	7,359	15%	3,520	3,839
Salaries - Overtime	510				-	-
Office Supplies	1,500	373	373	25%	204	169
Postage	1,600	90	172	11%	115	57
Training	2,500	50	50	2%	-	50
Cellular Phones	1,200	85	169	14%	85	84
Contractual Services	6,000				-	-
Equipment	4,000	354	734	18%	5,760	(5,026)
Vehicle Maintenance / Repairs	1,600		812	51%	-	812
Gasoline / Fuel / Oil	100		122	122%	-	122
Uniforms / Clothing	750				-	-
Refunds	500				-	
Observation / Disposal	750	454	454	61%	-	454
Microchips	1,850		979	53%	-	979
Volunteers / Public Relations	1,000				-	-
Rabies Tags	2,500		2,511	100%	-	2,511
Transportation Board and Care	8,000	272	528	7%	666	(138)
Total Operating Expenditure	\$ 299,007	\$ 29,765	\$ 44,256	15%	\$ 23,831	\$ 20,425
TRANSFERS OUT						
Transf. to General Fund		-	-		\$ -	-
Transf. to IMRF Fund	16,500	1,534	2,554	15%	960	1,594
Transf. to SSI Fund	20,668	2,149	3,578	17%	1,301	2,277
Transf to Animal Cntr Cap Imp	15,000		-			-
Trns. to Health Care Fund	22,781	3,279	4,299	19%	1,775	
Total Transfers Out	\$ 74,949	\$ 6,961	\$ 10,431	14%	\$ 4,036	\$ 3,871
Total Expenditure & Transfers Out	\$ 373,956	\$ 36,727	\$ 54,688	15%	\$ 27,867	\$ 24,297
Total Revenue Over/(Under) Expenditure	\$ 14,144	\$ (4,443)	\$ 26,619	188%	\$ (9,949)	\$ 36,568

KENDALL COUNTY ANIMAL CONTROL FUND #1301
FUND (CASH) BALANCE
FY 2025

MONTH	FY25 Monthly REVENUE OVER/(UNDER) EXPENSES	FY25 FUND (CASH) BALANCE	FY24 Monthly REVENUE OVER/(UNDER) EXPENSES	FY24 FUND (CASH) BALANCE
Beginning Fund (Cash) Balance		\$ 240,448		\$ 203,399
December-24	\$ 31,062	\$ 271,510	\$ (3,135)	200,264
January-25	(4,443)	\$ 267,067	56,230	256,493
February-25			(9,950)	246,543
March-25			(3,377)	243,167
April-25			8,932	252,098
May-25			8,604	260,702
June-25			1,245	261,947
July-25			(12,043)	249,904
August-25			15,439	265,343
September-25			(139)	265,204
October-25			(15,355)	249,850
November-25			(4,201)	245,649
Year End Adjustment			(5,200)	240,448
Fund (Cash)	\$ 26,619		\$ 37,050	
YTD Fund Balance		\$ -		\$ 240,448

KENDALL COUNTY ANIMAL CONTROL
Statement of Revenues And Expenditures
1/31/2025

Animal Medical Care Fund #1302

	FY25 Budget	January Actual	YTD Actual	YTD Percent of Budget	Fund Balance
Beginning Balance	\$ 16,300	\$ 26,429			FY13 \$250 FY14 21,935 FY15 33,497 FY16 32,810 FY17 32,325 FY18 26,165 FY19 20,132 FY20 18,939 FY21 18,050 FY22 16,300 FY23 18,140 FY24 26,429
Revenue					
Donations & Receipts	10	5,497	8,176	81760.0%	
Total Revenue	10	5,497	8,176	81760.0%	
Expenditure					
Animal Medical Care Expenses	3,000	1,579	2,246	74.9%	
Heartworm Testing	500	-	69	13.8%	
FeLuk/FIV Testing	2,000	-	325	16.3%	
Total Expenditure	5,500	1,579	2,640	48.0%	
Ending Balance	\$ 10,810	\$ 31,965	\$ 5,536		

County Animal Population Control Fund #1309

	FY25 Budget	January Actual	YTD Actual	YTD Percent of Budget	Fund Balance
Beginning Balance	\$ 114,739	\$ 83,124			FY11 \$ 46,246 FY12 60,939 FY13 64,358 FY14 71,549 FY15 83,094 FY16 97,935 FY17 106,508 FY18 108,859 FY19 117,265 FY20 115,665 FY21 114,716 FY22 114,739 FY23 94,959 FY24 83,124
Revenue					
Fees	18,000	2,270	4,530	25.2%	
Total Revenue	18,000	2,270	4,530	25.2%	
Expenditure					
Spay/Neuter Fees - Targeted Dogs/Cats	10,000	2,214	2,314	23.1%	
Spay/Neuter Fees - Adopted Dogs/Cats	20,000	680	572	2.9%	
Total Expenditure	30,000	2,894	2,885	9.6%	
Ending Balance	\$ 102,739	\$ 82,769	\$ 1,645		

Animal Control Capital Fund #1400

	FY25 Budget	January Actual	YTD Actual	YTD Percent of Budget	Fund Balance
Beginning Balance	\$ 42,131	\$ 67,702			FY11 \$ 87,769 FY12 41,062 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 FY23 60,931
Expenditure					
Expense - Building Improvements	10,000				
Capital Expenditure	5,000	-		0.0%	
Total Expenditure	15,000	-	-	0.0%	
Transfers In					
Transfers In - from Animal Control Fund	15,000	-	5,760	38.4%	
Total Transfers In	15,000	-	5,760		
Ending Balance	\$ 42,131	\$ 61,942	\$ 5,760		

Kendall County Animal Control

802 John Street
Yorkville IL 60560



Bites between 1/1/2025 and 1/31/2025

<u>Date</u>	<u>Pet Name</u>	<u>animalid</u>	<u>Breed</u>	<u>Vaccinated</u>	<u>Altered</u>	<u>Victim/Owner</u>	<u>Multiple Bites</u>	<u>bite_severity</u>	<u>ethanized</u>
01/04/2025	JO JO	A050717	DACHSHUND / BEAGLE	UTD	ALTERED	OWNER	NO	2	No
01/05/2025	FERAL CAT	A051297	DOMESTIC SH	NOT UTD	UNALTERED	OWNER	NO	2.5	No
01/05/2025	CANELO	A031208	DOMESTIC SH	NOT UTD	UNALTERED	OWNER	NO	2.5	No
01/09/2025	THING 1	A050833	DOMESTIC SH	UTD	ALTERED	OWNER	NO	2	No
01/09/2025	BELLA	A050834	ENG BULLDOG	UTD	UNALTERED	OWNER	NO	2.5	No
01/10/2025	CRASH	A043561	DOMESTIC SH	UTD	ALTERED	VICTIM	NO	2	No
01/15/2025	ZUZU	A051295	GREAT DANE / MIX	UTD	UNALTERED	VICTIM	NO	3	No
01/17/2025	CHEESE	A051300	DOMESTIC SH	UTD	ALTERED	VICTIM	NO	2.5	No
01/22/2025	BANE	A050960	PIT BULL	UTD	UNALTERED	OWNER	NO	2.5	No
01/22/2025	WRENN	A051299	AUST CATTLE DOG	UTD	ALTERED	OWNER	NO	2	No
01/22/2025	BENNY	A042007	BOXER / MIX	UTD	ALTERED	VICTIM	NO	2.5	No
01/23/2025	UNKNOWN	A051298	DOMESTIC SH	NOT UTD	UNALTERED	VICTIM	UNK	2.5	No
01/25/2025	LUCKY	A022427	AUST SHEPHERD / POODLE STND	UTD	UNALTERED	VICTIM	NO	2.5	No
01/29/2025	ROCKET	A049889	ALASKAN HUSKY / MIX	UTD	ALTERED	OWNER	NO	3	No
01/30/2025	UNKNOWN	A051301	CHIHUAHUA SH	NOT UTD	UNALTERED	VICTIM	UNK	2.5	No

Breed	Total
Total	15
CAT	6
DOMESTIC SH	6
DOG	9
ALASKAN HUSKY / MIX	1

Date

Pet Name

animalid

Breed

Vaccinated

Altered

Victim/Owner

Multiple Bites

bite_severity

euthanized

		Total
AUST CATTLE DOG		1
AUST SHEPHERD / POODLE STND		1
BOXER / MIX		1
CHIHUAHUA SH		1
DACHSHUND / BEAGLE		1
ENG BULLDOG		1
GREAT DANE / MIX		1
PIT BULL		1



Kennel Comparisons Statistics

"Intake Comparisons"

1/1/24 to 1/31/24

1/1/25 to 1/31/25

Dogs				
Strays	16	20	↑	25.0 %
Owner Surrenders	13	15	↑	15.4 %
CONFISCATE	2	1	↓	50.0 %
TRANSFER	0	1	↑	100.0 %
Total Dogs Received:	31	37	↑	19.4 %
Cats				
Strays	18	12	↓	33.3 %
Owner Surrenders	2	7	↑	250.0 %
TRANSFER	0	1	↑	100.0 %
Total Cats Received:	20	20	↓	0.0 %
Total Intakes:	51	57	↑	11.8 %

"Outcome Comparisons"

1/1/24 to 1/31/24

1/1/25 to 1/31/25

Dogs				
Adoption	11	19	↑	72.7 %
Euthanasia	0	5	↑	500.0 %
Return to Owner	11	14	↑	27.3 %
TRANSFER	3	4	↑	33.3 %
Total Dogs Dispositioned:	25	42	↑	68.00
Cats				
Adoption	11	20	↑	81.8 %
Euthanasia	1	0	↓	100.0 %
Return to Owner	3	5	↑	66.7 %
TRANSFER	3	2	↓	33.3 %
Total Cats Dispositioned:	18	27	↑	50.00
Total Outcomes:	43	69	↑	60.5 %

Animals in the Shelter on 2/18/2025	CAT	DOG	Total
	15	17	32

Average Length Of Stay

1/1/2025 - 1/31/2025

Statistics based off intakes in listed date range. NON LR includes all non live-releases, such as EU, Escaped, Missing, Died, etc.

*Live Releases Only includes Adoption, Relocate, Rescue, RTO and Transfer outcomes. *Fosters not factored into totals.*

Formula: (total amount) / (total average)

CAT	# Animals	Avg Days
ADOPTION	8	14.00
FOSTER*	3	
RTO	3	2.67
TRANSFER	6	19.33
FOSTER		0.00
Total :	20	12.88

DOG	# Animals	Avg Days
ADOPTION	10	14.00
FOSTER*	7	27.00
NON LR	2	4.00
RTO	15	5.07
TRANSFER	3	6.67
FOSTER		0.00
Total :	37	7.74

Kendall County Emergency Management Agency

1102 Cornell Lane, Yorkville Illinois 60560

Roger Bonuchi, Director

Rob DeLong, Deputy Director

Emergency Management Report

January 2025

○ KCEMA Operations

- Currently waiting to take possession of 16 Motorola APX-6000 700/800Mhz radios from Plainfield PD.
- No Change: Although we've had meetings to discuss the proposed State changes to the EMA Admin Rule (Part 301), no other information is available at this time.
- D4H – KCEMA is in training and is using D4H for incident management and personnel today.
- KCEMA will host an online amateur radio licensing class for the "Technician" level. There are 7 students registered. The class will be online one night a week for 10 weeks starting in March. There is no cost for the class or study guide. Students will take the written test here in the EOC at the end of the class to obtain their FCC issued license.

○ Nuclear

- Almost all of the slots for the exercise are filled.
- The February KCEMA monthly meeting will be nuclear response training; "Disaster Worker" and "Dosimetry Manager". These are presented by the State REP team.
- *Continuing* - Planning for the upcoming Nuclear Dresden Drill in 2025 is underway. Attending several planning meetings throughout the months to come.
 - EAL training was Dec 12th
 - Pre-Exercise – March 4, 2025
 - Exercise – April 8, 2025
- Our new IPRA plan will include public alert messages in English and Spanish.

○ UCP

- The UCP is back to the scheduled exercises every 1st Tuesday of the month.
- ILEAS is conducting a communications exercise in February. We will be participating. The exercise will be centered on the UCP.
- Mast needs to be oiled.

- **Meetings/Training/Volunteers/Details**
 - KCEMA Leadership Meetings
 - Starcom/IPAWS Monthly Testing
 - Monthly nuclear NARS alert testing
 - The next KCEMA monthly meeting is February 24th.
 - Kendall County Association of Chiefs.

Kendall County Economic Development Commission

Loan Status
12/31/2024

Account Name	Last Pymt	Monthly Payment	Interest Rate	Total Paid		Principal Balance	Bank Totals	
	Loan Date	Principal		Principal	Interest		Interest Earned	Bank Balance includes I earned
Surplus - EDC BB #815-535 <u>Law Office Corporation</u> Payment: #106/242 Loan Status: Midland State Bank	 12/2/2024 3/11/2015	 120,450.56	1.50%	 42,925.99	 12,724.45	77,524.57	439,412.81	764,795.39
<u>Lucky's Beef N Dogs</u> Payment: #57/176 Loan Status: BB 286	12/31/2024 5/23/2017	225.00 32,086.20		169.54 9,305.43	55.46 3,819.57			
<u>Grace Holistic Center for Education</u> Payment: #44/84 Loan Status: Midland State Bank	12/16/2024 5/1/2021	1,332.63 100,000.00	3.25%	 35,231.99	 9,300.92	64,768.01	52.91	44,635.52
<u>Camp Mutty Paws</u> Payment: #28/84 Loan Status: Midland State Bank	9/10/2024 5/1/2022	727.10 54,100.00		731.60 17,526.06	118.40 3,742.04			
Minooka Water Project	2/7/2023		1.00%					750,000.00
Total Loan Statuses		306,636.76		104,989.47	29,586.98	201,647.29	439,538.09	1,651,535.31

Total Assets (D +E) **1,853,182.60**



Kendall County, Illinois
Economic Development
807 West John St, Yorkville, IL 60560
Todd Volker, Economic Development Coordinator

Economic Development Monthly Report
January - February 2025

- Ongoing revisions to the Economic Development department section on the Kendall County website
- Finalized 2025 EDO Calendar
- Made in Kendall details: secured independent judges (if desired), developing plaques, determining publicity, outreach and sourcing nominations for MIK.
- Attended Will County Annual Economic Development report
- Outreach for KEDA Summer Internship Program
- Discussions over Oswego stadium project
- Gained second sponsorship of Made in Kendall. The newest sponsor is Waubonsee Community College, joining the BNSF Railroad.
- Actuate “Made in Kendall” program: committee meeting, contact with designees, work on publicity, arrange t-shirts and plaques.
- Chamber of Commerce directors sack lunch discussion
- Early details for April Job Fair
- Informal meeting with Grundy County Economic Development staff.
- Discussions about ways to promote trades careers in Kendall County
- Attended Regional Plan Commission mtg.
- Attended GCEP Sponsors monthly mtg.



Kendall County Agenda Briefing

Meeting Type: Economic Development and Administration
Meeting Date: 2-19-25
Subject: Section 5311 and DOAP Grants
Prepared by: Jennifer Breault, Budget and Finance Analyst
Department: Administration

Action Requested:

Approval of Grant Resolutions & signature authority

Board/Committee Review:

- Approval of a Resolution Authorizing the Execution and Amendment of Section 5311 Grant Agreement
- Approval of Resolution Authorizing the Execution and Amendment of Downstate Operating Assistance Grant Agreement
- Approval of Resolution for the Kendall Area Transit Program on Behalf of Kendall County, Illinois Granting Signature Authority to the County Administrator or the Deputy County Administrator in the Administrator's Absence

Fiscal impact:

FY25-26 Grant receipts: Section 5311 \$64,193 DOAP \$3,060,100

Background and Discussion:

Kendall County's Kendall Area Transit (KAT) Program is partially funded with federal and state grants.

The Federal Transit Authority (FTA) passes Section 5311 grant dollars to the Illinois Department of Transportation (IDOT). The Illinois General Assembly allocates funds for the Downstate Operating Assistance Program (DOAP) for administration by IDOT.

Kendall County receives Section 5311 and DOAP grant funds from IDOT and passes them to the Kendall Area Transit service provider, the Voluntary Action Center of Northern Illinois (VAC) to operate the KAT Program.

Staff Recommendation:

Approval of Section 5311 and DOAP Resolutions
Approval of County Administrator Signature Authority.

Attachments:

**Section 5311& DOAP Resolution and Ordinance
Signature Authority Resolution**

COUNTY OF KENDALL, ILLINOIS
Resolution: 25-_____

**RESOLUTION AUTHORIZING EXECUTION AND AMENDMENT OF
SECTION 5311 GRANT AGREEMENT**

WHEREAS, the provision of public transit service is essential to the transportation of persons in the non-urbanized area; and

WHEREAS, 49 U.S.C. § 5311 ("Section 5311"), makes funds available to the State of Illinois to help offset certain operating deficits and administrative expenses of a system providing public transit service in non-urbanized areas; and

WHEREAS, the State of Illinois, acting by and through the Illinois Department of Transportation, is authorized by 30 ILCS 740/3-1 et seq. to provide the Section 5311 grant; and

WHEREAS, grants for said funds will impose certain obligations upon the recipient, including the provision by it of the local share of funds necessary to cover costs not covered by funds provided under Section 5311; and

WHEREAS, the Kendall County Board has the authority to delegate certain powers and duties to county officers, and, pursuant to 55 ILCS 5/5-1087, the Kendall County Board may impose additional duties, powers and functions upon county officers; and

**NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BOARD OF
KENDALL COUNTY:**

Section 1. That an application be made to the Office of Intermodal Project Implementation, Department of Transportation, State of Illinois, for a financial assistance grant under Section 5311 for fiscal year 2026 for the purpose of off-setting a portion of the Public Transportation Program operating deficits of Kendall County.

Section 2. That while participating in said operating assistance program, Kendall County will provide all required local matching funds.

Section 3. That the Kendall County Board Chairman or County Administrator of the County of Kendall is hereby authorized and directed to execute and file on behalf of Kendall County such application.

Section 4. That the Kendall County Administrator of the Kendall County Kendall County Board is authorized to furnish such additional information as may be required by the Office of Intermodal Project Implementation and the Federal Transit Administration in connection with the aforesaid application for said grant.

Section 5. That the Kendall County Administrator of the Kendall County Kendall County Board is hereby authorized and directed to execute and file on behalf of Kendall County a Section 5311 Grant Agreement ("Agreement") with the Illinois Department of Transportation, and amend such Agreement, if necessary, in order to obtain grant assistance under the provisions of Section 5311 for fiscal year 2026.

Section 6. That the Kendall County Administrator of the Kendall County Kendall County Board is hereby authorized to provide such information and to file such documents as may be required to perform the Agreement and to receive the grant for fiscal year 2026.

PRESENTED and ADOPTED this ____ day of _____, 2025.

Approved:

Attest:

Matt Kellogg
County Board Chairman

Debbie Gillette
County Clerk and Recorder



COUNTY OF KENDALL, ILLINOIS
Public Transportation Applicant Ordinance

ORDINANCE NUMBER: 25-_____

**AN ORDINANCE TO PROVIDE PUBLIC TRANSPORTATION
IN KENDALL COUNTY, ILLINOIS**

WHEREAS, public transportation is an essential public purpose for which public funds may be expended under Article 13, Section 7 of the Illinois Constitution; and

WHEREAS, Kendall County wishes to provide public transportation for its citizens and become eligible for grants from the State of Illinois or any department or agency thereof, from any unit of local government, from the Federal government or any department or agency thereof; and

WHEREAS, Illinois Compiled Statutes 740/2-1 et seq. authorizes a county to provide for public transportation within the (county or counties) limits; and

WHEREAS, the Kendall County Board has the authority to delegate certain powers and duties to county officers, and, pursuant to 55 ILCS 5/5-1087, the Kendall County Board may impose additional duties, powers and functions upon county officers; and

**NOW, THEREFORE, BE IT ORDAINED BY THE KENDALL COUNTY
BOARD CHAIRMAN AND KENDALL COUNTY THAT:**

Section 1. Kendall County shall hereby provide public transportation within the county or counties limits.

Section 2. The Clerk/Secretary to the governing board of Kendall County shall file a certified copy of this Ordinance, within sixty days after passage of this ordinance.

Section 3. This Ordinance shall be in full force and effect from and after its passage and approval, as required by law.

Section 4. That the Kendall County Board Chairman or County Administrator of the County of Kendall is hereby authorized and directed to execute and file on behalf of Kendall County a Grant Application to the Illinois Department of Transportation.

Section 5. That the Kendall County Board Chairman or County Administrator of the County of Kendall is hereby authorized and directed to execute and file on behalf of Kendall County all required Grant Agreements with the Illinois Department of Transportation.

PASSED by the Kendall County Board Chairman and the Kendall County Board on this ____ day of _____, 2025 and deposited and filed in the Office of the County Clerk on that date.

Elected Board Members: _____

Members Present at Vote: _____

Members Voting "Aye": _____

Members Voting "Nay": _____

Members Abstaining: _____

Signature of:

Date

Matt Kellogg, County Board Chairman

Attest:

Debbie Gillette, County Clerk and Recorder



County Of Kendall, Illinois Resolution 25-

Approval of Resolution for the Kendall Area Transit Program on Behalf of Kendall County, Illinois Granting Signature Authority to the County Administrator or the Deputy County Administrator in the Administrator's Absence.

WHEREAS, the Constitution of the State of Illinois of 1970, Article VII, Section 10, provides that "units of local government and school districts may contract or otherwise associate among themselves . . . [and] with individuals, associations, and corporations in any manner not prohibited by law or by ordinance"; and

WHEREAS, Kendall County has entered into grant agreements to fund Kendall Area Transit ("KAT") since March 22, 2010 and wishes to continue doing so; and

WHEREAS, the Kendall County Board has received, reviewed, and now approves agreements with the Illinois Department of Transportation ("IDOT") for 5311, 5310, and Downstate Operating Assistance Program ("DOAP") funding; and

WHEREAS, the Illinois Department of Transportation ("IDOT") has updated their grant and expenditure approvals to a time sensitive digital process; and

WHEREAS, the Kendall County Board has the authority to delegate certain power and duties to county officers, and 55 ILCS 5/5-1087 provides the Kendall County Board with the authority to "impose additional duties, powers and functions upon county officers"; and

WHEREAS, the Kendall County Board recognizes that the nature of the Kendall Area Transit Program and all of the associated grants is such that the agreements need to be executed promptly and digitally to ensure the program continues to operate; and

WHEREAS, the Kendall County Board recognizes the Kendall County Administrator, or the Deputy County Administrator in the Administrator's absence, as an appointed official by the County Board, is the county officer best situated to determine if and when it is appropriate for Kendall County to seek reimbursement for eligible expenses.

NOW, THEREFORE, BE IT RESOLVED that the Kendall County Board hereby grants the Kendall County Administrator, or the Deputy County Administrator in the Administrator's absence, the authority to seek reimbursement and sign documents under the Kendall Area Transit Program without further action by the Kendall County Board, and the authority to bind the County, provided the agreements executed by the Kendall County Administrator, or the Deputy County Administrator in the Administrator's absence, substantially complies with IDOT's 5311, 5310, and the Downstate Operating Assistance Program,

The authority herein granted to the Kendall County Administrator, or the Deputy County Administrator in the Administrator's absence, will continue for one year after the date of adoption ("Termination Date").

Approved and adopted by the County Board of Kendall County, Illinois, this _____day of _____2025.

Board Chairman Signature:

Attest:

Matt Kellogg, Chairman
County Board

Debbie Gillette
County Clerk



Kendall County Agenda Briefing

Meeting Type: Economic Development and Administration
Meeting Date: 2/19/2025
Subject: Approval of an Employment Agreement with Dr. Gary Schlapp
Prepared by: Christina Burns, County Administrator
Department: Administration

Action Requested:

Forward to County Board approval of an employment agreement with Dr. Gary Schlapp as Administrator Veterinarian

Board/Committee Review:

Previous employment agreement approved at the March 19, 2024 County Board meeting

Fiscal impact:

\$15,000 annually budgeted in the Animal Control fund

Background and Discussion:

Dr. Gary Schlapp is currently employed with the County as Animal Control Veterinarian and Administrator through a one-year employment agreement that expires March 19, 2025. Dr. Schlapp provides various veterinary services for Kendall County Animal Control, including routine checkups and administering rabies vaccines. The Administrator Veterinarian also has authority in making determinations and evaluations regarding rabies quarantines and dangerous or vicious animal determinations.

The current agreement provides for one on-site visit each week unless excused by the Animal Control Director or County Administrator. Having the ability to conduct medical evaluations on-site reduces staff time in transporting animals and eliminate off-site veterinarian costs. Staff is recommending no changes to the agreement.

Staff Recommendation:

Forward to County Board approval of an employment agreement for Dr. Gary Schlapp.

Attachments:

Employment Agreement expiring March 20, 2025

EMPLOYMENT AGREEMENT

This EMPLOYMENT AGREEMENT (hereinafter called "Agreement"), is made and entered into this 20th day of March, 2024, by and between the County of Kendall, Illinois, a unit of local government (hereinafter called the "Employer") and Dr. Gary Schlapp (hereinafter called the "Employee"), both parties understand and agree as follows:

WHEREAS, it is the desire of the Employer to employ the services of the Employee as Kendall County Animal Control Veterinarian and Administrator pursuant to the Illinois Animal Control Act (510 ILCS 5/1 *et seq.*) ("Veterinarian") on an "at will" basis, and Employee desires to commence employment as the Veterinarian on an "at will" basis;

WHEREAS, it is the desire of the Employer and the Employee to enter into this Agreement effective immediately upon both parties' execution of this Agreement through March 20, 2025 to establish certain terms and conditions of continued employment and to set the continued working conditions of said Employee;

NOW, THEREFORE, in consideration of the mutual covenants herein contained, the parties agree, as follows:

- I. **Recitals:** The above recitals are hereby incorporated as if fully set forth herein.
- II. **Description of Employment**
 - A. During the term of this Agreement, Employer hereby agrees to employ Employee, and Employee agrees to provide to Employer the services required as Veterinarian for Employer.
 - B. As Veterinarian, Employee shall perform all those functions and duties as set forth in the Veterinarian's job description, which is attached hereto as **Exhibit 1** and incorporated herein by reference. The Employer and Employee understand and agree that the job description attached as **Exhibit 1** may be amended at any time during the term of this Agreement by a majority vote of the Kendall County Board members present for aid vote. Upon approval of the amended job description by a majority vote of the Kendall County Board, the amended job description shall automatically replace **Exhibit 1** and be incorporated into this Agreement without any further action required by the parties to this Agreement.
 - C. In addition to the services set forth in Paragraph II(B) above, Employee must conduct at least one (1) on-site visit at Kendall County Animal Control per workweek during the term of this Agreement, unless the on-site visit has been excused by the Kendall County Animal Control Director and/or the Kendall County Administrator. (The Employer's workweek runs from Saturday through Friday.) The purpose of the Employee's on-site visit shall be to assess and provide medical

care to animals in the custody of Kendall County Animal Control; to order and administer medications and vaccinations to the animals; and to answer the Kendall County Animal Control Director's questions. In the event the Employee is unable to complete the on-site visit during a given week, the Employee may "flex" that workweek's visit by conducting two on-site visits either the week prior or the week after the missed on-site visit.

- D. Employee shall represent and promote Kendall County to the best of Employee's ability, energy, and skill and shall address all the responsibilities associated with Veterinarian with due diligence. Furthermore, as Veterinarian, Employee shall abide by all state and federal laws, County ordinances, employee training requirements, and the Employer's policies and procedures, as may be in effect from time to time.
- E. Employer has provided to Employee, and Employee acknowledges receipt of, the Kendall County Employee Handbook. The terms and conditions of the Employee Handbook are hereby incorporated by this reference as though fully stated herein, except that to the extent that any terms and conditions in the Employee Handbook conflict with this Agreement, the term or condition stated in this Agreement shall control. Employee agrees to comply with all policies and procedures set forth in the Employee Handbook.
- F. Employer and Employee agree to the terms and conditions stated in the Employee Handbook, as may be amended, supplemented or modified from time to time in the sole discretion of the Employer by a majority vote of the Kendall County Board members present for said vote.

III. Employment At Will

Employee will be an "at-will" employee. As an "at-will" employee, Employee understands and agrees that Employee's employment as Veterinarian shall be subject to termination at any time, with or without cause. This Agreement is intended only as a written statement of the economic relationship of the parties, and not a guaranty of continued employment.

IV. Confidentiality

- A. Employee shall be exposed to confidential information while performing the duties as Veterinarian. For purposes of this Agreement, "confidential information" shall be defined as personal information Employee has obtained during Employee's employment regarding and/or relating to medical records, personnel information, and individuals' addresses, telephone numbers, driver's license numbers, dates of birth, and social security numbers.

- B. By signing this Agreement, Employee agrees that Employee shall not, at any time during and after Employee's employment, disclose any confidential information except as required to perform Employee's assigned duties for the Employer or as required pursuant to applicable state and/or federal law or court order. In the event Employee is not certain whether Employee may disclose confidential information, Employee agrees to obtain approval from the Kendall County Administrator before Employee discloses the confidential information, to the extent permitted by law. Employee understands and agrees that any negligent or willful breach of confidentiality will be grounds for immediate discipline up to and including Employee's immediate termination of employment for cause.
- C. The parties understand and agree that nothing in this Agreement shall prohibit, prevent or otherwise restrict the Employee's right (1) to report any good faith allegation of unlawful employment practices and/or alleged criminal conduct to the appropriate federal, state or local government agencies; (2) to participate in a proceeding with any appropriate federal, state, or local government agency enforcing discrimination laws; (3) to make any truthful statements or disclosures required by law, regulation or legal process; and (4) to request or receive confidential legal advice.

V. Performance Evaluations

The Kendall County Board Chairperson, with input from the Kendall County Administrator, shall review and evaluate the performance of the Employee in writing at least once annually. The performance evaluation shall consist of a process, form, criteria, and format that is consistent with the Employer's performance evaluation procedures utilized for other County employees.

VI. Salary & Benefits

- A. **Base Salary.** The Employer agrees to pay the Employee for services rendered as the Veterinarian of Kendall County an annual base salary in the amount of fifteen thousand dollars and zero cents (\$15,000.00) per fiscal year, less applicable payroll withholdings. The Employer's fiscal year is December 1 through November 30th of the next subsequent year. The Employee's annual base salary amount for the Employer's fiscal year 2023-2024 will be prorated based upon the effective date of this Agreement. The Employer shall pay the annual base salary to Employee in installments pursuant to the Employer's regular payroll schedule for other County employees.
- B. **Paid Time Off.** The Employee's accrual and use of vacation, personal/sick leave, and holidays will be the same as it is for the Employer's other non-union part-time employees, as stated in the Kendall County Employee Handbook, which may be amended from time to time by a majority vote of the Kendall County Board members present for said vote.

- C. **Timesheet.** To receive compensation and to comply with applicable wage and hour laws, the Employee must complete a weekly timesheet documenting all hours worked and dates the work was performed during the workweek. The timesheet must also identify whether an on-site visit was conducted by the Employee that workweek. The Employee must provide their weekly timesheet for the workweek to the Kendall County Animal Control Director and/or the Kendall County Administrator on or before 4:30 p.m. every Friday. The Employee's failure to provide a weekly timesheet will be deemed a violation of this Agreement.
- D. **Professional Memberships and Licensure.** Employee is responsible for all costs associated with Employee's licensing requirements, continuing education, and professional association memberships, unless otherwise approved in advance by the Kendall County Board Chairperson. Employee must maintain their State of Illinois Veterinary License and appropriate federal drug license(s) in good standing throughout the term of this Agreement. Employee must immediately notify Employer if Employee's license(s) is revoked at any time during the term of this Agreement.
- E. **Insurance Benefits.** Because Employee is a part-time employee, Employee is not eligible to participate in the Employer's health, dental and vision insurance plans.
- F. **Employment Relationship.** The salary, stipend, and benefits set forth in this Agreement are contingent upon the existence of an actual employment relationship between the parties as herein defined. It is further understood that in the event the Employee resigns or the employment relationship is otherwise terminated, the Employee, the Employee's estate and heirs waive any claim for any additional salary and benefits except for (a) such salary installments that have accrued but are yet unpaid; and/or (b) any additional discretionary amount determined to be due and owing to Employee, as determined by a majority vote of the Kendall County Board members present for said vote.

VII. Term and Termination of Employment

- A. **Termination of Employment.** The Agreement shall commence effective immediately upon both parties' execution of this Agreement and shall remain in full force and effect until the close of business on March 20, 2025, provided, however, this Agreement may terminate at any time during the term of this Agreement upon the occurrence of any of the following:
 - 1. **By Employee.** Employee may terminate Employee's employment with the Employer at any time during the term of this Agreement by providing Employer with at least thirty (30) calendar days written notice prior to the date of termination. If Employee terminates the employment relationship

during the term of this Agreement, Employee shall be paid the following on or before the next regularly scheduled payroll date after Employee's last day of work:

- i. The base salary and stipend earned by Employee, up to and including Employee's last day of work for Employer; and
- ii. Any other accrued benefits earned by the Employee, up to and including Employee's last day of work for Employer, which Employer is required to pay out upon separation of employment pursuant to the Employer's policies and/or applicable state and federal law.

2. **By Employer.** Employee is an "employee at will". Therefore, Employer may dismiss Employee with or without cause at any time during the term of this Agreement, provided, however, the dismissal decision must be approved by the Kendall County Board Chairperson, with the consent of the Kendall County Board. If Employer dismisses Employee during the term of this Agreement, Employee shall be paid the following within one (1) month after the effective date of termination:

- i. The base salary and stipend earned by Employee, up to and including Employee's last day of work for Employer;
- ii. Any other accrued benefits earned by the Employee, up to and including Employee's last day of work for Employer, which Employer is required to pay out upon separation of employment pursuant to the Employer's policies and/or applicable state and federal law; and

3. **Upon Employee's Death.** In the event of Employee's death during the term of this Agreement, this Agreement shall automatically terminate, and no future payments and obligations shall arise.

4. **Upon Employee's Loss of Licensure.** In the event Employee's Veterinarian license and/or appropriate federal drug license(s) is revoked for any reason, this Agreement shall automatically terminate, and no future payments and obligations shall arise.

- B. **Return of Employer's Property.** Upon Employee's termination of employment for any reason, Employee agrees to return all materials of any type provided to Employee by Employer, including, but not limited to Employer's confidential information, cell phones, laptops/computers, tablets, computer hardware and software, cameras, files, recordings, keys, swipe cards, and any other equipment

and documents that Employee obtained during Employee's employment for Employer.

VIII. Notice

Any notice required or permitted to be given pursuant to this Agreement shall be duly given if sent by U.S. mail, postage prepaid, registered return receipt addressed to the following:

For Employer: Attention: Kendall County Clerk & Recorder, 111 W. Fox Street, Yorkville, Illinois 60560, fax (630) 553-4119, with copy sent to: Kendall County State's Attorney, 807 John Street, Yorkville, Illinois, 60560, fax (630) 553-4204.

For Employee: Dr. Gary Schlapp, 1022 Independence Blvd., Yorkville, Illinois 60560.

Alternatively, notices required pursuant to this Agreement may be personally served. Notice shall be deemed given as of the date of personal service or as of five (5) calendar days after the date of deposit of such written notice in the course of transmission in the U.S. Postal Service. The addresses as recited may be changed by the parties from time to time by hand delivering written notice thereof to the other party.

IX. Indemnification

Except for the willful and wanton misconduct of the Employee, the Employer shall defend, save, and hold harmless, and indemnify Employee against any tort, professional liability claim, or demand, or other legal action arising out of an alleged act or omission occurring in the performance of the Employee's duties as Veterinarian for Employer. Employer may compromise and settle any such claim or suit and pay the amount of any settlement or judgment rendered thereon with or without Employee's consent.

X. Miscellaneous

A. **Affirmations.** By signing Employee's name below, Employee acknowledges and affirms the following:

1. Employee has been advised in writing to consult with an attorney and has been provided with a period of at least twenty-one (21) days to consult with an attorney prior to signing this Agreement. Any proposed or actual modifications to this Agreement does not restart the 21-day consideration period.
2. The consideration provided in Section VI of this Agreement constitutes monies and other benefits to which Employee otherwise would not be entitled, and that Employee is being paid these amounts in consideration for signing this Agreement.


3. Employee had a reasonable period of time to consider this Agreement and, for a period of seven (7) calendar days following Employee's execution of this Agreement, Employee may revoke the terms of this Agreement by a written document received by Employer on or before the end of the seven (7) calendar day period ("the Effective Date"). Employee shall send written notice of revocation along with any signed copies of the Agreement via United States mail, postage prepaid, addressed to the Employer, c/o Kendall County Clerk & Recorder, 111 W. Fox Street, Yorkville, Illinois 60560.
- B. **Execution of Agreement.** This Agreement may be executed in counterparts (including facsimile signatures), each of which shall be deemed to be an original and both of which shall constitute one and the same Agreement.
- C. **Paragraph Headings.** The parties have inserted the paragraph headings and numbers for convenience of reference only, and if there shall be any conflict between such headings or numbers and the text of this Agreement, the text shall control.
- D. **Waiver.** The failure of either party to this Agreement to enforce any of its terms, provisions or covenants will not be construed as a waiver of the same or of the right of such party to enforce the same. Waiver by either party hereto of any breach or default by the other party of any term or provision of this Agreement will not operate as a waiver of any other breach or default.
- E. **Assignment.** Neither party shall assign, sublet, sell, or transfer its interest in this Agreement without the prior written consent of the other.
- F. **Non-Discrimination.** Employee agree not to commit unlawful discrimination and/or unlawful harassment. Employee agrees to comply with all applicable provisions of 1) the Illinois Human Rights Act, including the reporting requirements set forth therein, 2) Title VII of the Civil Rights Act of 1964, as amended, 3) the Americans with Disabilities Act, 4) the Age Discrimination in Employment Act, 5) Section 504 of the Federal Rehabilitation Act, and 6) all applicable rules and regulations.
- G. **No Contract Bar.** Employee certifies that Employee is not barred from entering into this Agreement as a result of a violation of either 720 ILCS 5/33E-3 or 5/33E-4 (bid rigging or bid rotating) or as a result of a violation of 820 ILCS 130/1 *et seq.* (the Illinois Prevailing Wage Act).
- H. **Legal Remedies.** In any action with respect to this Agreement, the parties are free to pursue any legal remedies at law or in equity.

- I. **Choice of Law and Venue.** This Agreement shall be construed in accordance with the law and Constitution of the State of Illinois and if any provision is invalid for any reason such invalidations shall not render invalid other provisions that can be given effect without the invalid provision. The parties agree that the venue for any legal proceedings between them shall be the Circuit Court of Kendall County, Illinois, Twenty-Third Judicial Circuit, State of Illinois.
- J. **Entire Agreement.** This Agreement represents the entire Agreement between the parties and there are no other promises or conditions in any other Agreement whether oral or written. This Agreement supersedes any prior written or oral agreements between the parties and may not be modified except in writing acknowledged by both parties.

IN WITNESS WHEREOF, the Employer has caused this Agreement to be signed and executed on its behalf by the Kendall County Board Chairperson, and duly attested by the Kendall County Clerk and Recorder, and the Employee has signed and executed this Agreement, the day and year first above written.

KENDALL COUNTY, ILLINOIS (EMPLOYER)

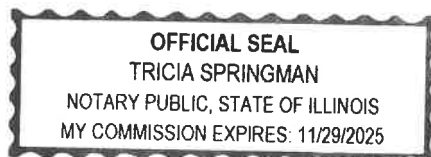

Matthew Kellogg
Kendall County Board Chairperson

ATTEST: 
Debbie Gillette, County Clerk
Kendall County, Illinois

DR. GARY SCHLAPP (EMPLOYEE)


Dr. Gary Schlapp

ATTEST: 
Notary Public



Kendall County Job Description

TITLE: Administrator/Veterinarian
DEPARTMENT: Animal Control
SUPERVISED BY: County Administrator
FULL TIME/PART TIME: Part time
FLSA STATUS: Non-Exempt
UNION STATUS: Non-Union
APPROVED: March 20, 2024

EXHIBIT 1

I. Position Summary:

This position, under the direction of the Kendall County Administrator, provides professional medical veterinarian services within Kendall County's Animal Control program. This employee is responsible for ensuring the humane treatment of animals while ensuring public safety regarding animal management issues, pursuant to the Illinois Animal Control Act (510 ILCS 5/1 *et seq.*) and applicable Kendall County ordinances. The work is performed under the direct supervision of the County Administrator, but extensive leeway is granted for the exercise of independent judgment and initiative.

II. Essential Duties and Responsibilities:

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

1. Primary duties include the performance of office or non-manual work directly related to the management and general operations of Kendall County Animal Control, which duties include, but are not limited to the following:
 - A. Fulfills the duties of Animal Control Administrator as set forth in the Illinois Animal Control Act (510 ILCS 5/1 *et seq.*)
 - B. Provides professional medical services for the animals within Kendall County's animal control program, which includes at least one (1) on-site visit per week.
 - C. Makes decisions regarding rabies observations and veterinary medical concerns for Animal Control and, in the event of an emergency, for Kendall County.
 - D. Responsible for the health of all animals in the care of Kendall County Animal Control.
 - E. Performs high quality shelter medicine with an emphasis on problem solving through physical examination and use of in-house diagnostics when possible. Triages and stabilizes ill and injured animals. Assesses quality of life of patients.
 - F. Euthanizes animals when necessary.
 - G. Collaborates with Kendall County Animal Control Director and Animal Control Officer on cases recommending dangerous or vicious dog determinations.
 - H. On call for in person response for large scale cases such as hoarding, blood sports, and commercial breeding situations. On call for consult for cases regarding rabies control and other cases as needed.
 - I. Actively monitors disease and animal control policy issues affecting Kendall County and its residents on the local, state, and national level.
 - J. Orders and maintains control of restricted drugs and vaccinations.
 - K. Assists the Kendall County Animal Control staff with responding to citizens' questions and comments in a courteous and timely manner.
 - L. Performs staff training, as needed, and coordinates the work of Animal Control staff in the medical treatment of animals under the care of Animal Control.
 - M. Assists the Director with development of policies and procedures used in the medical care, prognosis, and euthanasia of animals in the care of the Kendall County Animal Control Department.

Kendall County Job Description

2. Attends meetings, conferences, workshops, and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas.
3. Attends Kendall County Board and committee meetings, as needed.
4. Must be able to operate Kendall County vehicles and to drive to offsite locations to perform assigned job duties.
5. Must be available after hours and on weekends, as needed, to respond to emergency calls from Kendall County Animal Control.
6. Prepares routine correspondence and other Animal Control documents related to assigned job duties.
7. Complies with all applicable state and federal laws and regulations.
8. Complies with all applicable Kendall County policies and procedures.
9. Performs other duties and responsibilities, as assigned.

III. 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.

1. Language Skills:

- A. Ability to research, read, and interpret documents and simple instructions.
- B. Ability to prepare documents, reports, minutes, agendas, and correspondence.
- C. Ability to speak effectively with the public, employees, volunteers, outside entities, law enforcement personnel, vendors, and the County's elected officials and department heads in both one-on-one and group settings.
- D. Ability to communicate effectively in writing and over the telephone.
- E. Ability to listen and understand information and ideas.
- F. Detail-oriented.
- G. Requires a proficient understanding of the English language, spelling, and grammar.

2. Mathematical Skills:

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

3. Reasoning Ability:

- A. Ability to deal with problems involving several concrete variables in standardized situations.
- B. Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- C. Ability to medically diagnose and treat animals in the custody of Kendall County Animal Control.

4. Certificates, Licenses, and Registrations:

- A. Valid and current Illinois Veterinary License and appropriate federal drug license(s).
- B. Valid and current Illinois driver's license

Kendall County Job Description

- C. Any and all other certificates and registrations as required for the specific duties performed.

5. Other Skills, Knowledge and Abilities:

- A. Ability to excel under pressure and in stressful situations.
- B. Ability to maintain best practices for animal handling skills, responding to animal behavior, and animal care.
- C. Ability to carry out duties with minimal supervision.
- D. Ability to maintain confidentiality.
- E. Displays a positive, cooperative, and team orientated attitude, committed to working in a safe and quality environment.
- F. Must be a team player committed to working in a quality environment.
- G. Must possess excellent prioritization skills and the ability to meet deadlines.
- H. Proficient knowledge of MS Word, Excel, Outlook, PowerPoint, and Chameleon software products.
- I. Knowledge of office practices, principles of modern record keeping, and maintaining filing systems.
- J. Skills in operating a personal computer, facsimile machine, and telephone.

6. Education and Experience:

- A. Minimum of a Doctoral Degree of Veterinary Medicine from an accredited college or university.
- B. Minimum 2 years performing veterinary medicine.
- C. Minimum 1 year performing shelter medicine.
- D. Experience performing complex and responsible administrative duties.
- E. Experience with Chameleon Software products, preferred.

IV. Physical Demands:

While performing the duties of this job, the employee is frequently required to:

- A. Occasionally lift and/or move up to 120 pounds, with or without assistance, including live animals;
- B. Lift and/or move up to 50 pounds, including live animals;
- C. Occasionally handle large, active, aggressive, and/or vicious animals;
- D. Reach, push and pull with one and/or both hands and arms;
- E. Stoop, kneel, crouch, crawl, walk, run;
- F. Bend over at the waist and reach with one and/or both hands and arms;
- G. Talk and hear in person and via use of telephone;
- H. Operate County vehicles and safety equipment;
- I. Specific vision abilities include close and distance vision, depth perception; and
- J. Travel independently to other locations to perform assigned responsibilities.

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 regularly exposed to following working conditions:

- A. Inside and outside environmental conditions, subject to all weather elements, including extreme weather conditions;
- B. All lighting conditions, including but not limited to, daylight and night/low light, with and without artificial light available, indoors and outdoors;

Kendall County Job Description

- C. Exposed to potentially volatile situations which can present risk of violence or injury;
- D. The noise level in the work environment varies from moderate to noisy inside;
- E. May be exposed to stressful and difficult situations while working with users, law enforcement, County staff, elected officials, vendors, and the general public;
- F. Continuously exposed to animals of all varieties, animal noises, hair/dander, and smells, including industrial cleaning products; and
- G. Must be able to perform all assigned job duties during normal business hours and outside of normal business hours.

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



Kendall County Agenda Briefing

Meeting Type: Economic Development and Administration
Meeting Date: 2/19/2025
Subject: Designating AACVB as the County's Tourism Representative
Prepared by: Christina Burns, County Administrator
Department: Administration

Action Requested:

Authorization to issue a letter designating the AACVB as the County's tourism representative.

Board/Committee Review:

NA

Fiscal impact:

NA

Background and Discussion:

The Aurora Area Convention and Visitor's Bureau is the tourism bureau for Oswego, Plano and Yorkville, and 10 other municipalities in the region. AACVB's promotion includes other attractions in unincorporated Kendall County, including Keller's Farmstand. Promoting the County's growing agri-tourism sector is among the various economic development efforts the County is undertaking, which would benefit from an ongoing relationship with AACVB as these attractions are already part of their regional strategy.

AACVB is funded through a share of local hotel/motel tax dollars and allocation from the State's Local Tourism and Convention Bureau Program grant funds, which include population base as part of its criteria. If the County agrees to designate AACVB as its tourism representative, they would receive credit for the County's unincorporated population. The County does not collect any hotel/motel tax, so there is no cost with the designation.

Staff Recommendation:

Discussion and authorization to issue a letter designating the AACVB as the County's tourism representative.

Attachments:

NA