



**COUNTY OF KENDALL, ILLINOIS  
COMMITTEE OF THE WHOLE  
Thursday, January 16, 2025, at 4:00 PM  
Meeting Minutes**

**Call to Order and Pledge of Allegiance** - The Committee of the Whole meeting was called to order at 4:08 p.m. by County Board Chairman Matt Kellogg who led the Committee in the Pledge of Allegiance to the American Flag.

**Roll Call**

<b>Board Member</b>	<b>Status</b>	<b>Arrived</b>	<b>Left Meeting</b>
Matt Kellogg	Here		
Scott Gengler	Here		
Zach Bachmann	Absent		
Brian DeBolt	Absent		
Elizabeth Flowers		4:10 p.m.	
Dan Koukol	Here		
Jason Peterson	Here		
Ruben Rodriguez	Here		
Brooke Shanley	Absent		
Seth Wormley	Here		

**With six (6) members present a quorum was established.**

**Staff Present:** Christina Burns, Latreese Caldwell, Brenda Benz, Jim Webb, Andy Nicoletti, Taylor Cosgrove and Brianna Falk

**Approval of Agenda** – Member Ruben Rodriguez made a motion to amend the agenda Seconded by Member Peterson. **With six (6) members present voting aye, the motion was carried by a vote of 6 - 0.**

**Approval to Forward Claims to County Board** – Motion made by Member Peterson, seconded by Member Koukol to forward claims to the next County Board meeting. **With six (6) members present voting aye, the motion was carried by a vote of 6 - 0.**

**Committee Reports and Updates –**

**A. Executime Update**

Human Resource Generalist Brenda provided the committee with an update on Executime. Various departments have successfully completed the transition from test to live status in Executime.

Administration, Human Resources, GIS, PBZ, and Animal Control have finalized both their first and second payrolls, while the EMA, Coroner's Office, and Highway Department have completed their initial payroll. Departments that will be included in the upcoming payroll are the Public Defender's Office and the Veteran's Assistance Commission. The last rolling date will be early March.

## B. Made in Kendall Update

The Economic Development and Administration Committee approved the Made in Kendall program which was announced at the 2024 State of the county address in September. The program recognizes businesses in various categories for goods produced in Kendall County. The MIK committee will consist of EDA Chairman Dan Koukol, IMEC representative Dave Musgrave, WCC Workforce Education Manager Suzanne Markin, and Kendall County Economic Development Coordinator Todd Volker. The county has secured sponsorship from two organizations, BNSF and Waubensee Community College, both of which donated \$1,000 each and will be acknowledged on the award plaques. The program aims to promote manufacturing in Kendall County. Staff plans to honor recipients with a plaque and ten T-shirts for their business employees, as well as a permanent Made in Kendall registry plaque to be displayed at the county building. Committee members expressed their support for the program and look forward to receiving further updates.

### **New Committee Business**

#### A. Discussion of Strategic Plan Request for Proposal

Christina Burns explained to the Committee that strategic planning is recognized as a best practice for organizations, as it provides clarity on priorities, enhances resource allocation, and allows for the effective anticipation and management of challenges. The County has not engaged in strategic planning in recent history.

Typically, an external facilitator is employed to offer an impartial perspective, professionally guide focus groups and Board workshops, and draft the strategic plan. Staff plans to issue a request for proposals to explore potential facilitators for this strategic planning initiative. These processes can vary in complexity, with different facilitators utilizing distinct methodologies.

Based on the Board's feedback, staff will draft and distribute a request for proposals to a range of firms that specialize in strategic planning for local government entities and will subsequently present a recommendation to the Board. Staff recommends moving forward with the development of a strategic plan RFP that incorporates internal stakeholder engagement, priority setting, and goal establishment. The committee supports this approach.

#### B. Animal Control's Trap-Neuter-Release (TNR) Program

Taylor Cosgrove provided the committee with an update on the Trap-Neuter-Release program, which is proposed to be funded using existing population control resources. This initiative addresses the significant population of free-roaming feral cats. According to the Illinois Animal Control Act, funds from the County Animal Population budget can be utilized not only for sterilizing adoptable pets but also for pets belonging to low-income households. Currently, Kendall County Animal Control does not have a spay/neuter program specifically for feral cats. Instead, the department offers a voucher program aimed at assisting low-income families. The funds for this program are restricted to families who possess an EBT SNAP Benefits card or have a member with a disability in the household. The public would be responsible for bringing in the feral cats.

Committee members are in favor for this program.

## **Old Committee Business- None**

**Department Head and Elected Officials Reports** – Christina Burns reported to the committee that the staff is preparing to transition to the temporary space during renovations. The Treasurer's and PBZ office are scheduled to begin their move on Monday and Tuesday, while the Assessments, Administration, and Human Resources offices plan to relocate on Wednesday and Thursday. All offices are expected to be operational by Friday, January 25. Ms. Burns encourages all members to visit the new temporary after staff is settled in.

**Public Comment** – None

**Questions from the Media** – None

## **Chairman's Report –**

Andy Nicoletti, County Chief Assessor, informed the committee that he is currently awaiting an approval letter from the state to proceed with the confirmation of his appointments. The Chairman suggested that the appointment remain on the agenda, and if the letter is not received, it will be removed prior to the board meeting.

### **APPOINTMENTS**

Bob Davidson – Raymond Drainage District – 2- year term – September 2027

Andy Nicoletti – County Chief Assessor – 4-year term – March 2029

Tom Casey – Regional Plan Commission – 3-year term – January 2028

Dave Hamman– Regional Plan Commission – 3-year term – January 2028

Ruben Rodriguez – Regional Plan Commission – 3-year term – January 2028

## **Action Items for County Board**

### **Consent Agenda**

- Appointments
- Approval of Claims

**Adjournment** – Member Flowers made a motion to adjourn the meeting, second by Member Wormley.  
**With seven (7) members present voting aye, the meeting adjourned at 4:42p.m.**

Respectfully Submitted,

Nancy Villa  
Executive Administrative Assistant