

COUNTY OF KENDALL, ILLINOIS
ECONOMIC DEVELOPMENT & ADMINISTRATION COMMITTEE
Meeting Minutes for Wednesday, February 19, 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	Absent		
Elizabeth Flowers	Absent		
Brooke Shanley	Here		
Seth Wormley	Here		5:58pm
Ruben Rodriguez		Appointed and entered the meeting at 5:58pm	

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

Staff Present: Christina Burns, Jennifer Breault, Brianna Falk, Todd Volker, Roger Bonuchi

Others Present: Cort Carlson (Director of Aurora Area Convention and Visitor's Bureau)

Approval of Agenda – Member Shanley made a motion to approve the agenda, second by Member Wormley. **With three (3) members voting aye, the motion was carried by a vote of 3 - 0.**

Approval of Minutes – Member Shanley made a motion to approve the December 18, 2024, Committee Meeting minutes, second by Member Flowers. **With three (3) members voting aye, the motion was carried by a vote of 3 - 0.**

Committee Reports and Updates

A. Animal Control Department Update –

Brianna Falk updated the committee on Animal Control updates. Reports included in packet starting on page 5.

B. Emergency Management Agency Update –

Roger Bonuchi EMA director updated the committee on KCEMA Operations for the month. Report included in the packet page 14.

C. Revolving Loan Status Update –

Jennifer Breault, Finance and Budget Analyst, guided the committee to page 16 of the packet for the updates on the Revolving Loan status. As of today, the Law Office Corporation and Grace Holistic Center of Education are in good standing, while Lucky Beefs is not current. Staff are currently discussing the loan status for Camp Muttys Paws.

D. Economic Development Update –

Todd Volker, the Economic Development Coordinator, provided an update to the Committee regarding the Economic Development department, as detailed in his report on page 17 of the packet. He presented information about the Made in Kendall Program, including the committee's efforts in developing plaques, establishing publicity strategies, and conducting outreach for sourcing nominations. Additionally, Made in Kendall has secured a second sponsorship from

Waubonsee Community College. Mr. Volker also briefly mentioned the GCEP monthly meeting, and Committee members expressed interest in attending a future meeting to gain a comprehensive understanding of the work undertaken by GCEP.

New Committee Business

- A. Approval of the Appointment of Brooke Shanley as Economic Development & Administration Committee Vice Chair

Ms. Shanley was nominated for the committee as vice chair in recognition of her time and dedication to animal control. Chair Koukol noted that it was a challenging decision, but ultimately concluded it was appropriate given Ms. Shanley's passion for animal control.

Member Wormley made a motion for the approval of the appointment of Brooke Shanley as Economic Development & Administration Committee Vice Chair, second by Member Shanley. **With three (3) members voting aye, the motion was carried by a vote of 3 - 0.**

Board Member	Vote
Dan Koukol	Yes
Seth Wormley	Yes
Brooke Shanley	Yes
Scott Gengler	Absent
Liz Flowers	Absent

- B. Approval of a Resolution Authorizing Execution and Amendment of Section 5311 Grant Agreement

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

Member Koukol made a motion to forward to the County Board meeting, second by Member Shanley. **With three (3) members voting aye, the motion was carried by a vote of 3 - 0.**

- C. Approval of an Ordinance to Provide Public Transportation in Kendall County, Illinois

Member Koukol made a motion to forward to the County Board meeting, second by Member Shanley. **With three (3) members voting aye, the motion was carried by a vote of 3 - 0.**

- D. 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

The resolution designates the County Administrator or, in their absence, the Deputy County Administrator, as having signature authority on behalf of Kendall County for the Kendall Area Transit Program.

Member Wormley made a motion for the and to forward to County Board meeting, second by Member Shanley. **With three (3) members voting aye, the motion was carried by a vote of three 3- 0.**

- E. Discussion of Attendance of SelectUSA

SelectUSA is a program of the U.S. government, managed by the U.S. Department of Commerce, designed to promote business investment in the United States that generates jobs and to enhance understanding of the vital role that economic development plays in the U.S. economy. The 2025 SelectUSA Investment Summit is scheduled to take place at National Harbor, Maryland, from May 11-14, 2025. The total expense for Kendall County Economic Development

Coordinator, Todd Volker's attendance is just over \$2,650.00, which encompasses a registration fee of \$1,150.00. Committee members support the expansion of knowledge related to economic factors influencing commerce and are committed to developing a plan for future economic opportunities. Committee members have requested additional information regarding the partnership or Kendall County and the Greater Chicagoland Economic Partnership (GCEP). Staff will provide updates to the members as the information becomes available.

F. Approval of an Employment Agreement with Dr. Gary Schlapp as Administrator Veterinarian

Dr. Gary Schlapp is currently employed by the County as the Animal Control Veterinarian and administrator through a one-year employment agreement that is set to expire on March 19, 2025. In this role, Dr. Schlapp provides a range of veterinary services for Kendall County Animal Control, including routine examinations and administering rabies vaccinations. The administrative veterinarian also holds the authority to make determinations regarding rabies quarantines and assessments of dangerous or vicious animals. The current agreement stipulates that he conducts onsite visits each week, unless excused by the Animal Control Director or County Administrator. This arrangement enhances operational efficiency by minimizing staff time spent transporting animals and reducing offsite veterinary expenses. Staff recommend maintaining the current agreement without changes.

Member Koukol made a motion to forward to the County Board meeting, second by Member Shanley. **With three (3) members voting aye, the motion was carried by a vote of 3- 0.**

Board Member	Vote
Dan Koukol	Yes
Brooke Shanley	Yes
Seth Wormley	Yes
Scott Gengler	Absent
Liz Flowers	Absent

Member Seth Wormley left the meeting at 5:58 p.m.

In accordance with Section 2-68, subsection d, I am hereby appointing Board member Rodriguez to the Economic Development and Administration Committee for the purpose of meeting the minimum level required for quorum.

Member Ruben Rodriguez entered the meeting at 5:58 p.m.

G. Discussion of Designating the Aurora Area Convention and Visitors Bureau as the County's tourism representative

Cort Carlson, the director of the Aurora Area Convention and Visitors Bureau, introduced himself to the committee. The Aurora Area Convention and Visitors Bureau functions as the tourism bureau for Oswego, Plano, Yorkville, and ten additional municipalities in the region. AACVB's promotional efforts also encompass attractions in unincorporated Kendall County, including Keller's Farmstand. Supporting the County's emerging Agri-tourism sector is one of the many economic development initiatives the County is pursuing, which could greatly benefit from a continued partnership with AACVB, given that these attractions are already integrated into their regional strategy.

AACVB is financed through a portion of local hotel/motel tax revenues and allocations from the State's Local Tourism and Convention Bureau Program grant funds, which consider population size as part of their criteria. Should the County decide to designate AACVB as its tourism representative, it would receive credit for the unincorporated population within the County. Notably, since the County does not collect any hotel/motel tax, this designation would incur no financial cost.

Staff recommend authorization to issue a letter designating the AACVB as the County's tourism representative.

Old Committee Business - None

Chairman's Report – None

Public Comment - None

Action Items for County Board

- Approval of a Resolution Authorizing Execution and Amendment of Section 5311 Grant Agreement
- Approval of an Ordinance to Provide Public Transportation in Kendall County, Illinois
- 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
- Approval of an Employment Agreement with Dr. Gary Schlapp as Administrator Veterinarian

Executive Session - None

Adjournment – Member Shanley made a motion to adjourn, second by Member Rodriguez. **With three (3) members present voting aye; the meeting was adjourned at 6:14 p.m.**

Respectfully submitted,
Nancy Villa
Executive Administrative Assistant