

COUNTY OF KENDALL, ILLINOIS

Economic Development Committee

Meeting Minutes Friday, October 19, 2018

Call to Order

The meeting was called to order by Chair Audra Hendrix at 9:14a.m.

Roll Call

Committee Members Present: Lynn Cullick, Matt Prochaska, Audra Hendrix

Committee Members Absent: Matt Kellogg, Scott Gryder

Staff Present: Scott Koepfel

Approval of Agenda – Member Cullick made a motion to approve the agenda, second by Member Prochaska. **Approved by a vote of 3-0.**

Approval of Meeting Minutes – Member Prochaska made a motion to approve the meeting minutes from the September 28, 2018 meeting. Seconded by Member Cullick. **Approved by a vote of 3-0.**

Committee Business

- *Update on Administrative Services Job Descriptions* – Mr. Koepfel updated the committee on the proposed changes to the Administrative Services Department, including the assumption of the Economic Development responsibilities by the County Administrator and Deputy Administrator, and the possible addition of a Risk Management/Compliance Coordinator who would assume some of the responsibilities performed by the Deputy Administrator, as well as serve as back-up for some of the administrative assistant position responsibilities such as answering phones, greeting citizens, recording meetings, producing minutes, and completing FOIA requests. The proposed amended Deputy Administrator and Risk Management/Compliance Coordinator job descriptions were reviewed by the Admin HR Committee last week, with their recommendation to forward them to the November 7, 2018 County Board meeting for approval.

Member Hendrix informed the committee of her feelings that with the elimination of the Economic Development Coordinator position, this would be an ideal time to commit and fund a private/public partnership with an outside organization, similar to the arrangement in Grundy County. Member Hendrix stated that the ED Committee would then become a Special Assignment, and that County Board members would serve on the new partnership organization's committees and boards. **There was consensus by the committee to add "Discussion on Creation of an Economic Development Private/Public Partnership" to the November meeting agenda for additional discussion.**

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- *Discussion and Approval of Monte Carlo Steak House and Lounge Loan Application*
– Item tabled to a future meeting since the completed application has not yet been received

- *Discussion and Approval of Arby's Loan Application* - Item tabled to a future meeting since the completed application has not yet been received

Updates and Reports

- *Revolving Fund Loans* – Mr. Koeppel reported that with the increase of additional responsibilities, Latreese Caldwell is reviewing the current procedure, process and forms for the program, and will be revising some of the forms used, and will be creating a late notice form/letter to use for those that fail to submit monthly payments. Ms. Caldwell will include a report on the current loans at the November meeting.

Chairs Report – No report

Public Comment – None

Executive Committee – Not needed

Adjournment

Member Prochaska made a motion to adjourn, second by Member Cullick. There being no objection, the Economic Development Committee meeting was adjourned at 9:44a.m.

Respectfully submitted,

Valarie McClain
Administrative Assistant and Recording Clerk