



COUNTY OF KENDALL, ILLINOIS ECONOMIC DEVELOPMENT COMMITTEE

County Office Building
County Board Room 210
111 West Fox Street
Yorkville, IL 60560

Friday, October 19, 2018 at 9:00 AM
MEETING AGENDA

1. Call to Order
2. Roll Call
3. Approval of Agenda
4. Approval of September 28, 2018 Meeting Minutes
5. Committee Business
 - *Update on Administrative Services Job Descriptions*
 - *Discussion and Approval of Monte Carlo Steak House and Lounge Loan Application*
 - *Discussion and Approval of Arby's Loan Application*
6. Updates and Reports
 - *Revolving Fund Loans*
 - o *Monthly Loan Statements*
7. Chair's Report
8. Public Comment
9. Executive Session
10. 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 Committee

Meeting Minutes

Friday, September 28, 2018

Call to Order

The meeting was called to order by Chair Audra Hendrix at 9:00a.m.

Roll Call

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

Committee Members Absent: Matt Kellogg

Staff Present:

Approval of Agenda – Member Cullick made a motion to approve the agenda with the amendment of moving the Pre-Application Business before any other committee business is conducted, second by Member Gryder. **Approved 4-0.**

Approval of Meeting Minutes – Member Gryder made a motion to approve the meeting minutes from the August 17, 2018 meeting. Seconded by Member Cullick. **Approved 4-0.**

New Business

Pre-Application: Arby's – Applicant/Borrower Yanos Hagos, briefed the committee on himself, his current businesses, this request and his proposal to install an Arby's restaurant at 1510 N. Bridge Street (the former Hardee's restaurant location) in Yorkville. The applicant owns Civilian Force Arms, and received a loan from the County a few years ago for that business. Mr. Hagos is current and in good standing for that loan. The equipment purchased with the loan would be held as collateral, and the applicant is requesting \$200,000 for this current loan.

Chair Hendrix called for a roll call vote to authorize Mr. Hagos to proceed with a full application.

Roll Call: Member Prochaska – yes, Member Gryder – yes, Member Cullick – yes, Member Hendrix – yes. **With four members present voting aye, the motion carried.**

Approval of Manufacturing Day Resolution: October 5, 2018 – Mr. Beltran informed the committee that this resolution is done each year by the County Board. Member Gryder made a motion to approve the resolution, second by Member Cullick. **With four members in attendance voting aye, the motion carried.**

Approval of Plano Economic Development Corp. 2018-2019 Membership Dues of \$1,000 – Member Cullick made a motion to approve the payment of the annual membership dues, second by Member Gryder.

COUNTY OF KENDALL, ILLINOIS

Economic Development Committee

Mr. Beltran reported that several municipalities request the County to partner with their EDC organizations. Mr. Beltran stated that with the approval of the CRGC membership recently, this budget line is over-budget by approximately \$3,000.

Discussion on the benefits of this type of memberships/partnerships, the other memberships that the County is also committed to, the Kendall Economic Development Corporation, eliminating Chamber membership payments, and paying the invoice in January. **There was consensus by the committee to authorize payment of the invoice in Fiscal Year 2019.**

Pre-Application: Monte Carlo Steak House and Lounge – Mr. Beltran reported that the proposed business would be located at 209 W. U.S. Route 34. They are requesting \$135,000, and would use the building, which they own free and clear, as collateral. Applicant/Borrower Pauline Kapas and her son, Steve Kapas were in attendance. Mr. Kapas stated that the anticipated opening would be on November 12, 2018, pending approvals for financing, equipment delivery, and other regulations/approvals that may be required. Mr. Kapas explained the focus of the restaurant, and stated the menu would primarily be mediterranean cuisine, and also have lunch selections featuring a buffet type experience for corporate diners.

Mr. Kapas also identified multiple sources of revenue for the restaurant which include an in-house bakery, catering, direct-market sales, social media, and 57-years of family restaurant experience in the Plano area.

Chair Hendrix called for a roll call vote for approval for the applicant to proceed with a full loan application.

Member Cullick - yes, Member Prochaska - yes, Member Gryder - yes, Member Hendrix – yes. **With four members voting aye, the motion carried.**

Updates and Reports – Written updates provided

Chairs Report – No report

Public Comment – None

Executive Committee – Not needed

Adjournment

Member Gryder made a motion to adjourn, second by Member Cullick. There being no objection, the Economic Development Committee meeting was adjourned at 9:42a.m.

Respectfully submitted on behalf of Andrez Beltran,

Valarie McClain
Administrative Assistant

COUNTY OF KENDALL, ILLINOIS



SCOTT KOEPPPEL
COUNTY ADMINISTRATOR
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October 4th, 2018

To: Human Resources & Administration Committee and Chair Lynn Cullick,
Re: Reorganization of Administration Department

After evaluating the needs of the Administration Department over the past year plus staff has determined, at the current staffing level, that the need for Human Resources and Risk Management is greater than the need for Economic Development personnel. I am proposing shifting some of the duties of the Economic Development Coordinator to County Administrator and the Deputy County Administrator.

- KAT Program PCOM – Deputy County Administrator
- Loan Program Administration – Deputy County Administrator
- Economic Development Organizations (CRGC, UIRVDA) – County Administrator
- Loan Application Process – County Administrator
- Economic Development Committee – County Administrator

The Economic Development Coordinator position would be eliminated and the remaining duties would be transferred to a new Risk Management and Human Resources position. Key duties of the Risk Management and Human Resources position include:

- Oversee and manage county risk management functions (Deputy Administrator)
- Backup Administrative Assistant (Economic Development Coordinator)
- FOIA Officer (Economic Development Coordinator)
- Create and maintain job descriptions and employee handbook (County Administrator)
- Regularly attend all Human Resources & Administration Committee meetings
- Other general human resource functions

Fiscal year 2019 budget impact.

- Pay \$12,500 of Administrator and \$12,500 of Deputy Administrator salary from Economic Development fund 020-2-000-6102.
- Pay entire salary for Risk Management and Human Resources Position from Administration Budget while also reducing Administrator and Deputy Administrator salary from Administration budget by a total of \$25,000.
- Proposed salary for Risk Management and Human Resources position - \$50,000
- Proposed FY 2019 Salary for Economic Development Coordinator is \$45,210
- Proposed Administration budget increase of \$2,395