

**COUNTY OF KENDALL, ILLINOIS**  
**Economic Development Committee**

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**Remote Meeting Minutes**  
**Friday, April 17, 2020**

**Call to Order**

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

**Roll Call**

<b>Attendee</b>	<b>Status</b>	<b>Arrived</b>	<b>Left Meeting</b>
Amy Cesich	Present		
Scott Gryder		9:03a.m.	
Audra Hendrix	Here		
Matthew Prochaska	Here		
Robyn Vickers	Here		

Others Present: Mera Johnson, Scott Koeppel, Amanda Straight (TPMA)

**Approval of Agenda** – Member Cesich made a motion to approve the agenda, second by Member Vickers. **With four members voting aye, the motion was approved.**

**Approval of January 31, 2020 Meeting Minutes** – Member Cesich made a motion to approve the January 31, 2020 meeting minutes, second by Member Vickers. **With four members voting aye, the motion carried by a vote of 4-0.**

**Committee Business**

- *Introduction of Thomas P. Miller and Associates (TPMA)* – Member Hendrix stated that she discovered this organization through the Fox Valley Mr. Koeppel stated that this group is able to assist Kendall County with Economic Development needs, and facilitating the Downstate Small Business Stabilization Program process for Kendall County businesses.
- *Discussion of Downstate Small Business Stabilization Program* - Amanda Straight from TPMA introduced the company and provided history on what they can offer the County. Ms. Straight stated that CDBG funding is already in existence, and the grant maximum is \$25,000. Per business. Ms. Straight reviewed the steps including establishing initial eligibility, review of business required documentation, publishing a notice of public hearing seven days in advance, holding a public hearing, reviewing all business documentation, preparing County documentation, compiling and reviewing final submittals, and the County submitting Application via email. Ms. Straight reported the County has its first applicant, who has already submitted all documentation to TPMA. The next step is a public hearing and then submission of the documentation to the state for approval and grant amount decision.

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Mr. Koepfel stated that because of the extensive and time frame for submission, the review and application process, the Finance Committee felt that hiring an outside organization to collaborate the process for the County.

Discussion on the need to market the grant program to local small businesses. **There was consensus by the Committee to approve an amount not to exceed \$3000 in advertising this program to the community, to the County Board for approval for the April 21<sup>st</sup> meeting.**

Mr. Koepfel stated that some of the municipalities voiced concern about fulfilling the requirement to repay the state with municipality funds, since they are already losing revenue due to Covid-19. Mr. Koepfel stated that the County cannot submit applications for municipalities, but only for businesses in unincorporated Kendall County. Discussion on the application process from municipalities and what the approval process would be from the County's standpoint in reviewing and approving an application and regarding potential backstop funding support to municipalities that have agreed to participate in the grant program. Member Gryder asked for a recap of this discussion for a press release and also for partnering with the municipalities. **There was consensus by the committee to set aside up to \$800,000 from the Revolving Loan Fund for 12-months, or the duration of the grant program, for any backstop funds that might be needed for repayment.**

### **Updates and Reports**

- *Internet Resources for Families and Businesses including Updates to County EDC Information* – Member Hendrix encouraged members to include information on The Cares Act and PPE funds on their personal and political webpages. Member Hendrix also asked members to share information from the County Economic Development webpage, as well as some of the municipality pages that offer resources for local businesses. Mr. Koepfel stated there are plans to update the County Economic webpage with additional information.
- *Direction for Referral to Resources to Admin* – Member Hendrix asked members to direct all business calls regarding resources to contact the Administration Department for assistance.

**Chairs Report** – No report

**Items for the County Board** - None

**Items for the Committee of the Whole Meeting** - None

**Public Comment** – None

**Executive Committee** – Not needed

**Adjournment** - Member Gryder made a motion to adjourn, second by Member Vickers. There being no objection, the Economic Development Committee meeting was adjourned at 10:10a.m.

Respectfully submitted,  
Valarie McClain, Administrative Assistant & Recording Secretary