Call to Order
The meeting was called to order by Chairman Dan Koukol at 8:30 a.m.

Roll Call
Committee Members Present: Chairman Dan Koukol, Lynn Cullick, Scott Gryder, Matt Prochaska
Committee Members Absent: Judy Gilmour
Staff Present: Andrez Beltran, Economic Development and Special Projects Coordinator; Jeff Wilkins, County Administrator
Members of the Public: Robert Dearborn, Owner of Bridge Street Inc.; Yanos Hagos, CEO and Ernest Johnson, CMO, Civilian Force Arms

Approval of Agenda – Mr. Gryder made a motion to approve the agenda. It was seconded by Ms. Cullick Approved 4-0.

Approval of Meeting Minutes – Ms. Cullick made a motion to approve the meeting minutes from the March 27, 2015 meeting. Seconded by Mr. Gryder. Approved 4-0.

New Business
Growing Our Regional Economy – Next Meeting scheduled Jul 9, and hosted by Lake County.
Mr. Beltran updated the Committee on the progress of developing a Foreign Direct Investment in the region. A strategy is being built from the ground up in conjunction with MBA students from University of Chicago Harris School of Business. Mr. Beltran informed the Committee he spoke to the leader of the students on Tuesday, May 19 as part of the project. A big theme from all the counties was increased collaboration.

Old Business
Revolving Fund Loans Update
Mr. Beltran informed the Committee that there was an applicant for a Revolving Fund Loan. Mr. Robert Dearborn, owner of Bridge Street Inc., and soon operator of Countryside Café located in the old Pizza Hut building in Sandwich, applied for a loan of $80,000 to be paid back over seven years at an interest rate of 2.1%. Mr. Beltran informed that the equity on the property was more than sufficient to cover the loan.

Mr. Dearborn was asked to the podium to introduce himself to the Committee. He was previously the owner of the Bridge Street Café for over twenty years in Yorkville. He stated that he will be running the back of the restaurant while his wife will run the front. Opening date is tentatively sometime in August.

Staff gave a positive recommendation to the Committee. Chairman Koukol asked for a motion to send to the County Board. Ms. Cullick made the motion; Mr. Gryder seconded. Chairman Koukol called for a roll call vote. Approved 4-0.
Chairman Koukol asked Mr. Hagos and Mr. Johnson to introduce themselves. Mr. Hagos is the owner of Civilian Force Arms. He currently part owner of two Dunkin Donuts as well. He started making his product in 2011 as a side business. He and his partner Mr. Johnson incorporated in 2014. Since then they have had a steady growth of sales, including ten pieces of equipment to Yorkville Police Department. Mr. Hagos stated that their current impediment to growth is lack of employees. His application for a loan of $90,000 is to obtain and train employees. He is looking to add six to seven full time positions.

The Committee asked Mr. Hagos and Johnson details about their inventory, business plan, and location. Mr. Johnson and Hagos stated their inventory was worth approximately $200,000, that they are moving to creating their own parts, and that they paid their two year lease on their location up front. They also are pre-awarded for a federal government contract.

The Committee discussed the options of the inventory being used as collateral without any real estate as a fall back. The Committee added a few stipulations: personal guarantees, a minimum stock worth of $100,000 during the life of the loan, and pay off of the loan with execution of the federal contract that the loan would be secure. The term off the loan would also be five years with an interest rate of 2.9%

(At 9:33 am Mr. Gryder stepped out of the meeting.)

Ms. Cullick made a motion to send the proposed loan of $90,000 at 2.9% interest for five years to the County Board. Mr. Prochaska seconded it. Chairman Koukol called for a roll call vote. Approved 3-0.

Kendall County Job & Resource Fair – June 19, 2015, 9:30AM – 1PM, Plano Campus

Mr. Beltran updated the Committee on the planning for the Jun 19 job fair. On May 12 there was a planning meeting where job seeker numbers, companies registered, and timing of the fair was discussed. (Mr. Gryder returned at 9:43 am)

Planning 2015 Kendall Economic Development Alliance Legislative Business Forum – White Tail Ridge reserved for September 23

Mr. Wilkins stated that the County was inviting all eight of the legislators. Mr. Beltran informed the Committee that six of those legislators had confirmed.

Update Countywide Industrial Market Study: Target Industry, Workforce, Sustainability & Transportation Infrastructure

Mr. Wilkins informed the Committee that staff had a conference call with CMAP about the scope of the document and had received a draft scope. Mr. Wilkins stated they had forwarded it on to KEDA members. Mr. Beltran stated the CMAP wanted a resolution for support. Chairman Koukol asked for a motion to move that motion to the Board. Mr. Gryder made the motion. Approved 4-0.

Coordinated Responses to Business Retention & Expansion Survey

Mr. Beltran stated that the survey instrument had been fine tuned into the current and final form. He also stated that it was now available digitally which would hopefully increase responses.
Finally, he stated that he was compiling manufacturers and companies from various sources and is looking to make contact with them in some manner soon.

Workforce Training Loans with WCC Update
Mr. Wilkins stated when speaking with Gary Kecskes that no companies had yet taken Waubonsee up on the program. Chairman Koukol added that it this loan was a small template to decrease the time to process.

Metro Chicago Exports Update
Mr. Beltran updated the progress on the Metro Chicago Exports. He also stated that their micro-loan grant for those ready to export or expand their exports. Mr. Gryder asked if this would help for bigger companies. Mr. Beltran stated that it most likely would not as it was more of a stepping stone program.

Chicago Metro Metals Consortium
Mr. Beltran stated they are holding matchmaking meetings for metal manufacturers around the collar counties. He stated that they are looking for more and he would be reaching out in the coming weeks.

Chairman’s Report
Chairman Koukol stated that Oswego is starting their own Economic Development Commission and is currently looking for members to apply. Mr. Wilkins explained the structure of the Commission. Chairman Koukol he was going to apply for the position of a local taxing body representative.

Chairman Koukol also stated a business in Oswego, Firehouse Pizza, had asked for a Revolving Fund Application. Chairman Koukol stated that the Village of Oswego owned the building and currently had a loan through them. They were looking purchase the building and pay the Village of Oswego in full. The building would be collateral on the loan. The Committee discussed the specifics of the loan. The Committee resolved to continue looking into the loan.

Chairman Koukol asked Mr. Wilkins about the current status of the Metra extensions. Mr. Wilkins noted that it was unlikely to happen though a study was being conducted. Mr. Gryder stated that he was at a CMAP meeting where the focus was on reinvesting in current infrastructure rather than expansion as it was nearing the end of its lifetime use.

Chairman Koukol asked for an update on the status of the Yorkville Economic Development Corporation. Mr. Wilkins stated that the plan had been to phase back Lynn Dubajic, the Directors, time. However, membership was down and the City of Yorkville was uncomfortable about offering a position as the revenue was not there. As such it was going to be dissolved by August. Yorkville would continue to contract with Ms. Dubajic as a consultant.

Public Comment – None
Executive Committee - None
Adjournment
With no further business to discuss, Mr. Gryder moved to adjourn. The motion was seconded by Ms. Cullick. There being no objection, the Economic Development Committee at 10:31 a.m., adjourned.

Respectfully Submitted,

Andrez P. Beltran
Economic Development and Special Projects Coordinator
RESOLUTION TO ACCEPT PLANNING STAFF ASSISTANCE SERVICES DELIVERED BY THE CHICAGO METROPOLITAN AGENCY FOR PLANNING

WHEREAS, KENDALL COUNTY ("the County") has applied for staff assistance services through the Chicago Metropolitan Agency for Planning ("CMAP"), for an industrial market study; and

WHEREAS, the County’s request for such assistance has been recommended by CMAP as a priority project; and

WHEREAS, CMAP has adopted the GO TO 2040 Plan as the long-range regional comprehensive plan for the seven-county Chicago region, encompassing Cook, DuPage, Kane, Kendall, Lake, McHenry and Will counties, and is providing staff assistance as a means of advancing the plan’s implementation; and

WHEREAS, the County and CMAP have agreed on the general contents of a Memorandum of Understanding ("MOU") and a Scope of Services that will guide staff assistance services to be provided by CMAP;

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BOARD OF KENDALL COUNTY:

Section 1. That the KENDALL COUNTY Board supports this project to undertake an industrial market study; and

Section 2. The KENDALL COUNTY BOARD accepts the offer of staff assistance services by CMAP and recognizes that these services are provided for the purpose of advancing the implementation of GO TO 2040; and

Section 3. The KENDALL COUNTY BOARD authorizes staff as designated by the (county executive) to finalize and execute a Memorandum of Understanding with an attached Scope of Services; and

Section 4. The KENDALL COUNTY BOARD recognizes that provisions that govern the administration of staff assistance services, and, if necessary, the discontinuance of such services, are included in the Memorandum of Understanding; and

Section 5. This resolution shall be effective as of the date of its adoption.

PRESENTED and ADOPTED by the County Board, this XX day of XX 2015.

Approved:       Attest:

___________________________________  ____________________________________
John Shaw, County Board Chairman   Debbie Gillette, County Clerk and Recorder
CMAP MOU – Local Technical Assistance Program
Between CMAP and Kendall County
May 26, 2015

Please note: “LTA staff” means CMAP staff assigned to work with local governments and community groups as part of the Local Technical Assistance program.

1. CMAP / applicant relationship
   - Scope of work for staff will be jointly determined by CMAP and applicant
   - All work performed by LTA staff must be related to work plan – the majority should be directly referenced within work plan, but some indirectly related activities are also permitted
   - Within overall scope of work, day-to-day reporting on activities will be to applicant (who should designate a lead person for this purpose) but LTA staff are CMAP employees and CMAP is responsible for evaluating their performance
   - Periodic check-ins (frequency to be determined based on need) may occur between applicant and CMAP management
   - CMAP will determine which of the relevant LTA staff will be assigned to work on the project (based on availability, skills, familiarity with the county, and applicant preferences)

2. Access to resources
   - LTA staff will have full access to CMAP data and other resources, including specialized staff based at CMAP (for advanced mapping, data, outreach, communications, or topic-specific expertise)
   - The applicant will provide access to relevant staff who will need to be involved in the project, and will ensure that they allocate appropriate time
   - The applicant will provide access to all relevant internal data, reports, and other information
   - The applicant’s leadership (key staff, planning commissioners, board members, other elected officials, other decision-makers) will commit to participate in the project and allocate sufficient time at meetings (Plan Commission meetings, board meetings, etc.) to ensure a successful project

3. Demonstration of local support
   - Applicants will be required to pass a resolution supporting the project at their governing board (if appropriate) before work will begin
   - The community will be responsible for working with CMAP to identify a project steering committee or similar oversight group
• If public outreach is a component of the project, the applicant agrees to participate in public outreach and engagement efforts; including assisting in dissemination of project and meeting information, attending and assisting at public meetings, and providing key stakeholder contact information

4. Project management
  • Project scope of work (including LTA staff work plans, timelines, public engagement schedules, commitment of other non-staff resources by either CMAP or the applicant, and other elements) will be jointly determined by CMAP and applicant prior to beginning work
  • A full project scope of work must be attached to the MOU at the time it is signed
  • Changes to project scope or timelines must be jointly agreed to by CMAP and applicant; major expansions of scope may result in discontinuation of project
  • Allocation of LTA staff to each project will vary over time based on project timeline and work needs

The undersigned parties agree to the terms listed above.

CMAP Representative:

Robert Dean, Deputy Executive Director                        Date

Kendall County Representative:

Jeff Wilkins, County Administrator                        Date
Local Technical Assistance (LTA) project scope: Kendall County Industrial Market Study

The following is a proposed outline of steps to undertake a study to better understand Kendall County’s industrial market with assistance from the Chicago Metropolitan Agency for Planning’s (CMAP) Local Technical Assistance program. CMAP will provide staff assistance to complete this project. CMAP will also leverage consulting services through a private market research firm.

Background
The industrial market study advances the 2011 Kendall County Economic Development Plan, which includes the goals of providing local jobs for local residents, expanding access to good jobs, supporting major employers, exploiting a strong entrepreneurial base, and making progress through partnerships with other organizations. This plan identified logistics and manufacturing (among others) as key industry clusters to target, and also emphasized non-retail development as a source of good jobs for local residents.

The economic development plan and follow-up work emphasized the importance of partnerships, and the County’s 2014 LTA application was submitted by a partnership including the County, the economic development departments of many of its municipalities, and Waubonsee Community College.

Project overview
The application requested assistance in examining the present and future market for industrial development in Kendall County and its communities, based on analysis of workforce, transportation infrastructure, land availability, and similar factors. The study will provide Kendall County and municipalities located within Kendall with an understanding of their comparative advantage along with strategies to strengthen its position for future industrial development.

Questions to explore include:
- What is Kendall County’s competitive advantage locally and regionally? How can this be strengthened?
- What industries are best suited for Kendall County?
- Are there other industrial sectors ripe for growth?
- Do the existing workforce training opportunities match future demand? What else might be needed?
- Does the existing infrastructure (land, roads, rail, water, utility, etc.) meet the needs of anticipated industrial growth?
- What can local governments do to “set the stage” for future industrial growth?
- How can the seven existing industrial parks in the county be strengthened?

Approximate timeline
The following scope of work is designed to be completed in approximately 6 months; however, the timeline can change as the project progresses. The remainder of this document describes the schedule and timeline in more detail.
Roles
CMAP will provide data analysis, literature review, key informant interviews, project management and oversight services on this project. CMAP will also contract with Valerie S. Kretchmer Associates, a market analysis firm who will assist with data analysis and key informant interviews.

County staff will provide CMAP staff with key informant contact information and feedback on interim and final deliverables. The County Administrator and Economic Development and Special Projects Coordinator will be the primary project contacts.

Deliverables
The final deliverable of this project will be a market study that will be presented to county staff, the Kendall County Board, and key municipalities. The study is meant to provide information to County decision-makers, and is not expected to be formally adopted by the County. Interim deliverables, including a key informant interview summary and a draft study will also be produced during the study process.

Proposed tasks
Pre-kickoff work
Before the project formally kicks off, there are several steps that CMAP will go through with the County. These activities will occur prior to the “formal” kickoff meeting in July, and will include:

- The county will need to adopt a resolution expressing support for the project and authorizing staff to participate. CMAP will provide a sample resolution, to be modified as necessary. This will need to be passed before the project begins.
- CMAP will prepare a draft project timeline that will be discussed with the county before the project is initiated. The county will be asked to identify relevant stakeholder groups to include in key stakeholder interviews and will commit to help CMAP make contacts locally.
- The activities above will necessitate at least one (possibly more) in-person meeting between CMAP and county staff as well as continual communication during the period immediately before project initiation.

Step 1 – project initiation
The planning process will begin in July with meetings between CMAP staff and appropriate county and municipal staff, committees, and other groups. Likely meetings include:

- Meeting with county staff. This may include individuals that have not been involved in the pre-kickoff work (e.g. planning or transportation staff). This meeting will include discussion of the project timeline, as well as discussion of existing plans, studies, reports, and GIS and other data as relevant.
- Meeting with municipal staff and other partners. Kendall County will convene municipal representatives (village administrators, economic development directors, etc.) to discuss the goals of this study and provide input to for the study. Waubonsee Community College, another key partner, should also be included in this meeting, and specific attention will be given to determining their role.
- Presentations at meetings of the County Board, Economic Development Committee, and/or other commissions or committees. The purpose of these meetings is to introduce the project to
Step 2 – key informant interviews
The study will focus on understanding Kendall County’s industrial market. One of the primary ways of doing this will be to conduct interviews with key stakeholders. Stakeholders may include: chamber of commerce members, educational institutions, business owners, local government staff, developers, brokers, and economic development officials. CMAP staff will conduct up to 20 key informant interviews with members of these groups. County staff will have the opportunity to review interview questions before interviews are conducted. Interviews will likely occur in August and September.

Deliverable: A memorandum that summarizes responses and general principles for framing the study findings based on groups of key informants.

Step 3 – analysis of existing conditions
This step will supplement key informant interviews by collecting data about current industrial market conditions in Kendall County and its immediate surroundings. This will include reviewing existing employment, vacancy rates for industrial buildings, recent industrial developments, and similar data. It will build on the recent (2011) Economic Development Plan but will focus more on the industrial sector.

As another part of this step, regional trends in manufacturing and logistics will also be reviewed. This will build from recent work conducted by CMAP on the freight and manufacturing clusters in the metropolitan area, and will summarize key findings from the regional work and explain their implications for Kendall County.

Both of these activities will occur between August and October.

Deliverable: This step will not produce a specific deliverable, but its findings will be part of the key findings memo described below.

Step 4 – key findings memo
In this step, the findings of Step 2 and Step 3 will be summarized into a short memo that lays out the major findings of the key informant interviews, data analysis, and review of regional context and trends. This memo will also begin to discuss the implications of these findings for industrial development in Kendall County. It is not meant to contain a full analysis, but to indicate the direction that the market study will go. The purpose of this step is to provide the County and its partners with a summary of key recommendations before much time is spent writing them up in detail; if there are significant problems with any elements of the plan, they should surface at this point.

The key findings memo will be discussed with County staff and other key stakeholders. This is targeted to occur in November.

Deliverable: A key findings memo that lays out the content of the market study. This will be an internal working document of approximately 8-10 pages, and is not meant for external distribution.

Step 5 – preparation of the study
After reaching consensus on the key findings, the next step will be to put together a draft of the full market study. This will occur primarily between November and December, with a draft expected to be
sent to County staff for review by the end of the year. This draft will be revised based on County staff feedback and is expected to be finalized in January.

The plan will likely include chapters such as the following:

- Introduction
- Current conditions (County and identified municipalities)
- Retention strategies and growth opportunities (County and identified municipalities)
- Regional context and future trends
- Looking forward

*Deliverable: The study will include an overview of current conditions, a discussion of industrial retention strategies, and growth opportunities for both the county and identified municipalities. The report will also include a section on future trends in manufacturing and logistics across the region. The study will include support from graphics and maps. The report is expected to be approximately 30-40 pages in length.*

**Step 6 – implementation**

After the study is complete, CMAP will remain involved for a period of two years after its completion, with the purpose of monitoring actions taken by the County and providing advice when needed. This will be a much lower level of involvement, but will include meeting periodically with County staff, tracking and monitoring progress in accomplishing recommendations, presenting to County committees or other groups about the results of the study, or similar activities.
COUNTY OF KENDALL
Resolution 15 – _______

RESOLUTION TO SUPPORT REGIONAL ECONOMIC DEVELOPMENT COLLABORATION

WHEREAS, KENDALL beginning in December 2013 leaders from Cook County, DuPage County, Kane County, Kendall County, Lake County, McHenry County, Will County and the City of Chicago began meeting to work together and develop strategies to strengthen the region’s economic development growth and opportunities; and

WHEREAS, these seven counties and the City of Chicago make up the Chicago metropolitan area, as defined by the Chicago Metropolitan Agency for Planning; and

WHEREAS, the Chicago metropolitan area has an estimated 8.4 million residents and metropolitan areas are the engines of the global economy; and

WHEREAS, the elected chief executive leadership from each of the seven counties and the City of Chicago may designate staff to work with colleagues from the Chicago Regional Growth Initiative on any current and future economic development initiatives, including but not limited to increasing exports from small and medium sized business, streamlining truck permitting and routing, and supporting, strengthening and growing the region’s metal manufacturing firms; and any other initiatives agreed upon by the group; and

WHEREAS, the Chicago Regional Growth Initiative is free to pursue and secure financial support from public, non-profit and philanthropic sources for any current and future initiatives; and

WHEREAS, the Chicago Regional Growth Initiative may proceed with future initiatives related to foreign direct investment, other industry clusters, workforce and training, infrastructure investment and/or resiliency planning; and

WHEREAS, any economic development corporation(s) that function as the economic development arm for any of the seven counties or the City of Chicago may act as a fiscal agent for any of these current or future initiatives as appropriate; and

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BOARD OF KENDALL COUNTY:

Section 1. The KENDALL COUNTY BOARD recognizes the importance of ongoing collaboration and planning that helps strengthen economic development opportunities in the Chicago metropolitan area so they endorse this resolution; and

Section 2. The KENDALL COUNTY BOARD will designate the appropriate person(s) to represent the County as a member of the Chicago Regional Growth Initiative to participate in current and future regional economic development initiatives; and

Section 3. This resolution shall be effective as of the date of its adoption.

PRESENTED and ADOPTED by the County Board, this 7th day of July 2015.

Approved: Attest:

___________________________________  ____________________________________
John Shaw, County Board Chairman       Debbie Gillette, County Clerk and Recorder