



**WHITESIDE COUNTY**  
 ENTERPRISE ZONE & ECONOMIC DEVELOPMENT  
*Serving EZone Properties in Carroll and Whiteside Counties*

**MINUTES  
 WHITESIDE CARROLL COUNTY  
 ENTERPRISE ZONE  
 MANAGEMENT ORGANIZATION  
 July 8, 2014**

**CALL TO ORDER**

Chairman Pannier called to order the regular quarterly meeting of the Whiteside Carroll County Enterprise Zone Management Organization at 9:10 a.m. on July 8, 2014 in the County Board Room of the Whiteside County Law Enforcement Center Building, 400 N. Cherry Street, Morrison, Illinois.

EZMO members in attendance were: Bill Wescott, Robbin Blackert, Everett Pannier, Glen Kuhlemier, Jim Duffy, Larry Russell, Skip Lee, Ed Cannon, and Michael Blean. Also in attendance were Betty Steinert Enterprise, Zone Administrator; Sandy Prescott, Secretary and guest Kevin Smith, the new Intern with the City of Sterling.

Absent members were Randy Balk, Carl Bates, Tim Crady, Paul Engwall, Kevin Reibel, Bill Robinson, Scott Shumard, Heather Sotelo, Steven Swanson, Tony McCombie, Bud Thompson and Vicky Trager.

**APPOINTMENTS/REAPPOINTMENTS**

Larry Russell made a motion to accept the appointment of Randy Balk, Rock Falls Community Development Corporation Director, to fulfill the unexpired term of Sandy Henrekin 2012-2015. Robbin Blackert seconded and the motion carried, unanimously.

**PUBLIC COMMENT**

Chairman Pannier called for public comment. There was none.

**APPROVAL OF MINUTES**

Chairman Pannier called for a motion to approve the distributed minutes dated April 8, 2013 Motion to approve minutes was made by Ed Cannon, second by Glen Kuhlemier. Motion carried, unanimously.

**ADMINISTRATORS FISCAL YEAR 2013 PROJECT AND FINANCIAL REPORTS**

<b>Fiscal year Reported</b>	<b># of Projects</b>	<b>Investment</b>	<b>Jobs Created</b>	<b>Fees Collected</b>
<b>12/01/13-06/3/14</b>	<b>7</b>	<b>\$3,884,995.00</b>	<b>29</b>	<b>\$10,123.67</b>

**ADMINISTRATORS QUARTERLY PROJECT AND FINANCIAL REPORTS**

<b>Quarterly Report</b>	<b># of Projects</b>	<b>Investment</b>	<b>Jobs Created</b>	<b>Fees Collected</b>
<b>4/1/14-06/30/14</b>	<b>4</b>	<b>\$1,261,479.00</b>	<b>15</b>	<b>\$2,421.01</b>

Ms. Steinert reported that the Enterprise Zone fund balance as of June 30, 2014 was \$290,988.86, with \$20,647.50 of those funds being the JoCarroll Enterprise Zones. That leaves a balance of \$270,341.36 in useable funds. \$160,000.00 remains deposited in a money market account at Freedom Bank, Sterling and \$130,988.86 in checking at Triumph Community Bank, formerly The National Bank of Morrison.

A motion was made by Glen Kuhlemier to approve the Administrator's reports for projects; fees collected; fund balances and investments, second by Larry Russell. Motion carried, unanimously.

## **OLD BUSINESS**

### **CORRECTED BUDGET**

Updated copies of the FY 2104 budget were provided to each member within their packets as approved in April.

## **NEW BUSINESS**

### **CLOSED SESSION**

Skip Lee made a motion to enter into Closed Session under Illinois Open Meetings Act Section (20) for the consideration of opening closed session minutes for January 8, 2013 and April 29, 2013. Second was made by Michael Blean. Votes by board members: Aye: Robbin Blackert, Bill Wescott, Michael Blean, Jim Duffy, Glen Kuhlemier, Larry Russell, Ed Cannon, Skip Lee, and Everett Panier. Nay: None. At 9:19 a.m. Sandy Prescott, Enterprise Zone secretary and guest Kevin Smith left the room.

At 9:32 a.m. closed session was opened.

Bill Wescott made a motion to open the January 8, 2013 closed session meeting minutes and for the April 29, 2013 minutes to remain closed, second by Jim Duffy. Motion carried unanimously.

### **UPDATE ON NEW SALES TAX CERTIFICATE PROCESS AND REPORTING**

Ms. Steinert updated the board on the new process as required by law to obtain an Enterprise Zone Sales Tax Certificate from the IDOR. She gave some scenarios that have been a real eye opener as to why these changes were needed. She has streamlined the application process to help ease the contractors with the new rules. First reporting period for last year has closed; IDOR gave extra time to all Enterprise Zone project owners and contractors to complete. Notices to report were issued by the IDOR and by Ms. Steinert to everyone who had a project that received benefits and sales tax certificates in the Whiteside Carroll County Enterprise Zone several times. Penalties, from IDOR, for non-compliance, are yet to be determined.

### **WHITESIDE COUNTY COMPREHENSIVE PLAN**

The Whiteside County Comprehensive Plan is in its final draft. Whiteside County Board will approve at their meeting on Tuesday, July 15. There was some discussion on the positive suggestions that will be intended to be guidelines for the county such as zoning and code enforcement.

### **NEW ZONE DESIGNATION APPLICATION PROCESS**

Ms. Steinert shared the process for applying for a new zone. The Whiteside Carroll County zone is set to expire December 31, 2018, by law a new zone will have to be applied for and be received at DCEO, Springfield office by December 31, 2016. There will be 49 zones that must apply this year; *we are not one of them. We must apply at least 2 years before our expiration date.* Each zone will be a new designation and the process looks to be very competitive. No existing zone is guaranteed for a new one. Ms. Steinert provided maps of each community and county with the properties currently designated within the zone for future reference. Ms. Steinert stated that she will be working on our zone application this winter for submittal next fall. There was discussion on what properties should be within the new zone and units of government. The new application process will require extensive qualifying criteria. A "Local Labor Market Area" hand out showed some of the qualifying criteria along with a list of "Qualifying Criteria to Create a New Enterprise Zone".

### **PROPOSED CONTRACT**

Ms. Steinert reported that she has been talking with Melissa Henriksen from Center for Governmental Studies, NIU about providing demographic information that will be needed for the new zone designation application. The State of Illinois is recommending and working with the Center for Governmental Studies, NIU for gathering the needed demographic information for all new zone applications. NIU felt they could do this for about \$6,000. Ms. Steinert does have, at her discretion, the authority to use funds up to \$20,000 a year but is asking for approval of the funds up front as to keep everyone informed. She will explore it more as the time gets nearer to our application formation.

A motion was made by Larry Russell to endorse Ms. Steinert working with NIU for gathering demographic information and useable information to use in the local labor market area study for the new zone application, up to \$10,000. Second was made by Glen Kuhlemier. Motion carried, unanimously.

**REQUEST FOR ADDITION(S) OF TERRITORY**

Ms. Steinert reported that there were no requests at this time.

**OTHER**

Ms. Steinert handed out the updated brochure for the Whiteside Carroll Enterprise Zone. She stated that she had been waiting to make sure there would be no more changes to the law or the rules pertaining to the zone incentives. She asked that everyone please look it over and make suggestions of changes if needed.

**ADJOURMENT**

There being no other business Chairman Pannier called for a motion to adjourn the meeting of the Whiteside County Enterprise Zone Management Organization. Bill Wescott made a motion, second by Jim Duffy. The motion carried, unanimously and the meeting was adjourned at 10:18 a.m.