



Lee-Ogle Enterprise Zone Agenda

Location: Online Meeting at <https://zoom.us/j/214765668>

Date: 6/3/2020 at 10 am

10:00 a.m.	I. Call to Order and Attendance	Chair
10:05 a.m.	II. Minutes	Andy Shaw, Administrator
10:10 a.m.	III. Unfinished Business	
	a. Financial & Admin Report	AS
	b. Other Unfinished Business	Board
10:30 a.m.	IV. New Business	
	a. Economic Impact Study	AS
	b. Housing Study RFP	AS
	c. Franklin Grove	AS
	d. Other New Business	Board
11:00 a.m.	V. Set Next Board Meeting Location	Board
11:05 a.m.	VI. Roundtable Discussion	Chair

Meetings of the Lee Ogle Enterprise Zone Board are "1st Wednesdays, every other month, at 10 A.M.":
February 5, 2020, April 1, 2020, June 3, 2020, August 5, 2020, October 7, 2020, and December 2, 2020.

Lee-Ogle Enterprise Zone Meeting Minutes

Location: <https://zoom.us/j/214765668>

Date: 4/1/20 | Time: 10:00 am

Voting Membership Attendance

In- Person	Remote	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Rochelle Mayor John Bearrows (Chair)
<input type="checkbox"/>	<input type="checkbox"/>	Dixon Mayor Li Arellano
<input type="checkbox"/>	<input type="checkbox"/>	Amboy Mayor John Schamberger
<input type="checkbox"/>	<input type="checkbox"/>	Mount Morris Clerk Paula Diehl
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Oregon Mayor Ken Williams
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Ashton President Tim Henert
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Lee County Chairman John Nicholson
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Ogle County Chairman John Finrock
<input type="checkbox"/>	<input checked="" type="checkbox"/>	GREDCO (Jason Anderson)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	LCIDA (Kevin Marx)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Zone Administrator Andy Shaw (Vice-Chair)

Guest Attendance

In- Person	Remote	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Greg Sparrow, Ogle County Board
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Call to Order

8 of 11 were present for quorum.

Minutes

The minutes of February 5 meeting and the March 20 special meeting were emailed out and are in board packet. Separately approved, February 5: Anderson Motion to accept, Finrock 2nd, Passed. March 20: Marx Motion to accept, Shaw 2nd, Passed. (post-meeting Chairman Finrock noted that he was incorrectly listed as representing Mt Morris rather than Ogle County and asked for that be corrected.)

Financial Report

No additional paid projects, balance of EZ project fund is \$208,329.95 Previous meeting had 2019 full year statement of administrative expenses with an error in expenses in Non-fixed Expense category. Corrected to be \$7,020.76. Per the Administrative Agreement, the difference of the budgeted \$13,177.80 and actual expense of \$7,020.76, an excess of \$6,157.04, shall be moved to the EZ project fund upon acceptance of this report. Marx Motion to accept, Williams 2nd, Passed.

Administrator's Report

Report is attached to board materials, some highlighted items:

New Projects: One new small project in Dixon

Lee County Solar: We continue to assist the Duke Solar project, Public Hearing for Lee Ogle Zone changes to move connecting strip is April 5th in Dixon and Amending Ordinances will follow in April and May.

C-PACE: With a bit of a scheduling setback due to the economic situation, we are still intending a regional strategy to get this new incentive in place and will be in touch with each of the 6 BHRC counties to move forward.

Zone Area: There may be area on our zone maps that are not developable, such as rural lands which extend to road centerlines, and areas under floodzone restrictions. Considering asking for advice from Fehr Graham if it would make sense to write a legal description to deduct these areas to give the zone more breathing room for future project amendments. Discussion suggested this would be more of a priority when we are nearer to actually needing the space. Will do early stage investigation of this.



Upcoming Meetings: I am happy to participate in your local economic development meetings after noting that Oregon EDC invited me to April 7th meeting. Bearrows suggested a meeting with Kishwaukee-Waubonsee SBDC on the various crisis lending and finance programs on April 7th.

New Business

Economic Impact Study: The contract for the tax impact study we agreed to split expenses on for the Lee County Duke Solar project is attached. We did a voice vote via phone 2 weeks ago to keep the process moving. Marx wishes to discuss desired elements of the study after the meeting.

Business Rescue Program: The March 20th minutes cover the special meeting on this topic. We had a consensus of wanting to find a way to help our businesses, perhaps through a revolving loan fund, using portions of our EZ project fund, to assist business, especially those maintaining jobs. Not settled

Housing Study RFP: Discussion continued from March 20th about potential to postpone this work due to economic conditions. RFP is near to being ready but has not been published yet. It will likely be held to next meeting to assess conditions.

Administration Proposal

The 2020-21 BHRC Administration Proposal was discussed. Changes noted by Shaw include and allow for additional staff time devoted to Business Retention and Expansion visits, along with more focus on real estate listings on platforms like LOIS, Zoom Prospector, and Loopnet. Discussion then went to potential financial challenges at city level with current economic dislocation. Noted was the potential to use a portion of EZ project fund to offset admin fees, also suggested was a partial payment to cover 1st quarter until more clarity is available at next meeting. Anderson Motion to accept Administration Proposal for 2020-2021, Nicholson 2nd. All in favor via roll call vote. Additional Motion to have BHRC send bills with ¼ payment option for 2020 fees by Anderson, 2nd by Williams, Passed.

Franklin Grove

Shaw has held early discussions with Franklin Grove's President and Chairman Nicholson about a couple of potential projects in the village.

Next Board Location: The June 3 meeting will be held online unless public health circumstances change.

Roundtable Discussion

None

Motion to adjourn by Williams, Finfrock 2nd, Passed.

Lee-Ogle Enterprise Zone Meeting Minutes

Location: <https://zoom.us/j/214765668>

Date: 5/15/2020 | Time: 11:00 am

Voting Membership Attendance

In- Person	Remote	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Rochelle Mayor John Bearrows (Chair)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Dixon Mayor Liandro Arellano
<input type="checkbox"/>	<input type="checkbox"/>	Amboy Mayor John Schamberger
<input type="checkbox"/>	<input type="checkbox"/>	Mount Morris (Paula Diehl)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Oregon Mayor Ken Williams
<input type="checkbox"/>	<input type="checkbox"/>	Ashton President Tim Henert
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Lee County Chairman John Nicholson
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Ogle County Chairman John Finrock
<input type="checkbox"/>	<input checked="" type="checkbox"/>	GREDCO (Jason Anderson)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	LCIDA Exec. Director Kevin Marx
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Zone Administrator Andy Shaw (Vice-Chair)

Guest Attendance

In- Person	Remote	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Greg Sparrow, Ogle County Board
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Don Griffin, Ogle County Board
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Call to Order

8 of 11 were present for a quorum. All via Zoom remote.

New Business

Business Rescue Program: A proposal was sent out outlining various distributions in the same proportions that the units of governments contribute annually to the enterprise zone. The intent was that each unit of government could choose to utilize the funds at their discretion, where some may directly support businesses in need, some might support crisis needs in other ways such as support of admin costs for the downstate grant, etc. Where direct aid to business is given, it is hoped that it is given in light of how such businesses have stated their intent for use of funds, and what they have done so far. Members were asked to refer to the City of Dixon/LCIDA plan and requirements as an example of criteria. Checks to be issued by BHRC from the EZ project fund to each according to the following schedule:

SPLIT BY ANNUAL FINANCIAL CONTRIBUTION TO THE ENTERPRISE ZONE

Town	EZ Contribution	% EZ Budget	Share of 100k	Share of \$125k	Share of \$150k
Dixon	\$23,062.49	32.97%	\$32,969.95	\$41,212.43	\$49,454.92
Amboy	\$697.98	1.00%	\$997.83	\$1,247.28	\$1,496.74
Ashton	\$625.06	0.89%	\$893.58	\$1,116.98	\$1,340.37
Lee County	\$10,630.12	15.20%	\$15,196.73	\$18,995.91	\$22,795.10
Rochelle	\$24,503.24	35.03%	\$35,029.63	\$43,787.04	\$52,544.44
Mt Morris	\$1,823.08	2.61%	\$2,606.26	\$3,257.83	\$3,909.39
Oregon	\$864.66	1.24%	\$1,236.11	\$1,545.14	\$1,854.17
Ogle County	\$7,743.41	11.07%	\$11,069.92	\$13,837.39	\$16,604.87
Totals	\$69,950.04	100.00%	\$100,000.00	\$125,000.00	\$150,000.00



Motion by Anderson, 2nd Nicholson, to adopt the \$125K Schedule. Amending motion made by Finrock, 2nd Williams, to clarify that funds were a grant to the governmental units, not to be repaid to the EZ. \$125,000 total disbursement, as a grant to units of government. Unanimous roll call vote, passed.

Next Board Location: The June 3 meeting will be held online. Watch for email for link.

Roundtable Discussion

None

Motion to adjourn by Shaw, Williams 2nd, Passed.

Lee Ogle Enterprise Zone Administrative Budget
January 1-May 31, 2020

	Budgeted	
	1/1/20-12/31/20	Actual
Income		
Lee County	\$ 10,630.12	\$ 10,630.12
Ogle County	\$ 7,743.41	\$ 7,743.41
City of Dixon	\$ 23,062.49	\$ 23,062.49
City of Rochelle	\$ 24,503.24	\$ 12,251.62
City of Amboy	\$ 697.98	\$ 697.98
Village of Mt. Morris	\$ 1,823.08	\$ 1,823.08
Village of Ashton	\$ 625.06	\$ 625.06
City of Oregon	\$ 864.66	\$ 864.66
Total	\$ 69,950.04	\$ 57,698.42
Expenses		
Personnel	\$ 44,600.00	\$ 4,907.73
Fringe	\$ 8,920.00	\$ 561.39
Travel	\$ 2,600.00	\$ 711.68
Other/Indirect	\$ 6,900.00	\$ 2,875.00
Non-Fixed Expense	\$ 6,930.04	\$ 1,100.80
Total	\$ 69,950.04	\$ 10,156.60

**Lee-Ogle Enterprise Zone
Sauk Valley Bank Checking Account**

Date	Check No.	From	Deposit	Withdrawal	Total
		Balance carried over from 5/14/20			\$ 225,624.14
5/22/2020	1003	City of Dixon		\$ 41,212.43	\$ 184,411.71
5/22/2020	1004	City of Amboy		\$ 1,247.28	\$ 183,164.43
5/22/2020	1005	Village of Ashton		\$ 1,116.98	\$ 182,047.45
5/22/2020	1006	Lee County Board		\$ 18,995.91	\$ 163,051.54
5/22/2020	1007	Voided			\$ 163,051.54
5/22/2020	1008	City of Rochelle		\$ 43,787.04	\$ 119,264.50
5/22/2020	1009	Village of Mt. Morris		\$ 3,257.83	\$ 116,006.67
5/22/2020	1010	City of Oregon		\$ 1,545.14	\$ 114,461.53
5/22/2020	1011	Ogle County Board		\$ 13,837.39	\$ 100,624.14
5/31/2020		Interest	\$ 47.36		\$ 100,671.50
		Balance on hand as of 6/1/20			\$ 100,671.50



6/1/2020



To: Enterprise Zone Advisory Board
From: Andy Shaw, Administrator
Date: 6/2/2020
Subject: Report of Activities

1. Financial: Report for EZ Project Fund is attached, showing the checks paid to units of government and remaining balance. Bills for 2020 administrative fees were sent with a partial payment option but most of you chose to pay the whole thing.
2. Lee County Solar: Public Hearing is complete and ordinances are passed to move our EZ connecting strip. Kevin Marx and I are working with the draft of the impact study to have ready for abatement conversations. Highlights in New Business.
3. Housing Study: The RFP is near-complete to be ready for distribution.
4. Franklin Grove: I am doing the parcel analysis after getting GIS files from Lee County, and will be meeting with village president soon. This could be ready for a hearing in a few weeks, but that probably means next month.
5. C-PACE Funding: BHRC is now working to coordinate a 6-county rollout of this new incentive for project funding. It heard from the IECA (Illinois Energy Conservation Authority) again at its meeting last week. writing ordinances and managing an RFP process to name an administrator.
6. Project Lee-Ogle Boundary: Still not certified by DCEO.
7. Mailer Project: no update but will be incorporating input from last time to only target existing business rather than every land and property owner.
8. Past and Future Conferences and Meetings:
 - Dixon City Council Public Hearing, April 6
 - Oregon ECDC, April 7
 - Dixon City Council, April 20
 - Rochelle City Council, April 27
 - Oregon City Council, April 28
 - Mt Morris Board, April 28
 - Lee Ogle EZ Board Special Meeting, May 15
 - County Board Chairs Roundtable, May 27
 - LCIDA, June 3
 - Zoning Administrators Roundtable, June 5
 - BHRC Annual Meeting and Summit, June 22

Lee-Ogle Enterprise Zone Meeting Minutes

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Call to Order

7 of 11 were present for quorum. All via Zoom remote.

Minutes

Minutes were emailed to board and included in board packet for today. Williams motion to approve, Anderson 2nd. Passed by roll call vote, all in favor.

Financial and Admin Reports

Shaw noted that most units of government paid the entire administrative fee rather than the offered payment option previously adopted. The Duke Solar project amendment is near completion with amending ordinances and application coming together for submission. The impact study undertaken by Moran Economic Development is in draft form that Kevin Marx and Andy are looking over. Andy mentioned that C-PACE is still being sought for our area to have this project financing incentive, look for that at the county level.

Finfrock motion to approve, Williams 2nd. Passed by roll call vote, all in favor.

New Business

Housing Study RFP

The current need for the previously adopted, but unpublished, housing study RFP was discussed. In light of the present economic dislocation, conversation led to indefinite postponement of this study. The RFP would be near-ready to come off the shelf at a future time.

Finfrock motion to discontinue pursuit of the housing study, Williams 2nd. Passed by roll call vote, all in favor.



Next Meeting Location

Shaw expressed his desire to hold our next scheduled meeting for August 5th in person. Others had noted the advantages of online meetings, such as better time and travel management, but he would like to the next one in person. Consensus for holding in Rochelle, location to be announced.

Adjournment

Anderson motion to approve, Williams 2nd. Passed.