

Note: These minutes are not official until approved by the Economic Development Committee at a subsequent meeting. Please refer to the meeting minutes when these minutes are approved to obtain any changes to these minutes.

DeKalb County Government
Sycamore, Illinois

**Economic Development Committee Minutes
March 7, 2017**

The DeKalb County Economic Development Committee met on Tuesday, March 7, 2017 at 7:00 p.m., in the Administrative Building's Conference Room East in Sycamore, Illinois. Chairman Bagby called the meeting to order. Those Members present were Mr. Brown, Mrs. Emmer, Mr. Faivre, Mrs. Haji-Sheikh, Mr. Osland, and Chairman Bagby. A quorum was established with all six Members present.

Others present were Gary Hanson, Christine Johnson, Derek Hiland and Brad Burzynski.

APPROVAL OF THE MINUTES

It was moved by Mr. Faivre, seconded by Mr. Osland, and it was carried unanimously to approve the minutes from the February 7, 2017 meeting.

APPROVAL OF THE AGENDA

It was moved by Mr. Brown, seconded by Mrs. Emmer, and it was carried unanimously to approve the meeting agenda.

PUBLIC COMMENTS

There were no comments from the public.

Chairman Bagby highlighted and passed around a thank you card from Debbie Armstrong and the DeKalb County Convention and Visitors Bureau for the continued support and financial investment the County provides to them.

Mrs. Haji-Sheikh also shared that the Kishwaukee United Way's 211 Database is coming to DeKalb County. The database will be comprehensive in DeKalb County ONLY if services providers make time (5-10 minutes) to fill out the data form to ensure that their services are registered in the system. The deadline for the forms are March 17, 2017 and the 211 Database is anticipated to launch on March 30th.

ECONOMIC DEVELOPMENT COORDINATOR POSITION

Planning and Zoning Director Mr. Derek Hiland shared with the Committee that on March 2nd the job description for the Economic Development Coordinator was finalized and posted of the County's website, the local paper, Facebook, LinkedIn and other various job posting websites. The closing date for accepting applications is March 24th. Mr. Hiland noted that he anticipates this position being highly competitive and he has already received one application and is aware of at least four others that are interested. Mr. Hiland assured that he wants to move quickly on this knowing that Mr. Burzynski's time as interim Coordinator will be coming to a close.

BUSINESS INCUBATOR UPDATE

Interim Economic Development Coordinator Brad Burzynski joined the Committee to provide an update on the County's Business Incubator. He shared that the Incubator has had six tenants and as of today there are five and will soon be down to four. The four that are left are doing quite well, Mr. Burzynski informed. There are several interns that are currently working throughout the Incubator to assist the tenants and three designated cubicles have been assigned as the intern stations.

Mr. Burzynski also shared that he will be attending the 2017 Community Expo hosted by Sycamore and DeKalb Chambers of Commerce on Thursday, March 30, 2017 on behalf of the County's Business Incubator. He also mentioned that the next workshop will be on Business Planning for Small Businesses and it will be held on Tuesday, March 28th. This workshop will cover: Why Bother with a Business Plan, The Parts of the Plan, Financial Forecasting, Marking Sense/Realistic Projections, The Leader's View, and A Working Document. This workshop is free to anyone in the public and is a completely free workshop to attend.

He additionally shared that on Friday he will be meeting with the tenants to get a feel for where everyone is at and was assistances they may need and he also updated the Committee on the outcome of last night's Business Incubator Advisory Board Meeting. Mr. Burzynski noted that he gathered from the meeting that the Advisory Board is wanting to be a little bit more involved than they have been and be a little more proactive to ensure that they are offerings services that benefit the Incubator tenants.

Lastly, Mr. Burzynski shared that marketing the Business Incubator will be an ongoing mission and establishing more of a social media presence. Any individuals with questions are also always welcome to call the Incubator and set up a time to visit the area.

2017 COMMITTEE PLANNING/GOALS UPDATE

Chairman Bagby noted that last meeting the Committee reviewed their goals and he had since updated the list and wanted to see if the Committee had any more input or additions. The Committee reviewed the list once again and discussed the ongoing assessment of the Business Incubator or wanting to make sure the County's website is up to date and information is easily available for outside business who may want to explore coming into DeKalb County. Marketing the County is also a key issue to Committee wants so focus on and also utilizing the County's Facebook page for a social media presence. Mrs. Haji-Sheikh also offered many ideas on how she thinks businesses can be brought to the County and noted that should be one of the Committee's number one focuses. The Committee lastly briefly discussed user/business friendly zoning within the Planning & Zoning Department.

CEDS UPDATE

Chairman Bagby provided the Committee with an overview of the Comprehensive Economic Development Strategy (CEDS) last Steering Committee Meeting. A key component of the Steering Committee Meeting was to assign the Planning Committee with the exploration of developing an economic development mission statement.

Chairman Bagby noted that he would like the Economic Development Committee Members to think about what an economic development mission statement might look like for DeKalb County. This exercise may help them hone in on what they are really trying to accomplish as a County in terms of economic development.

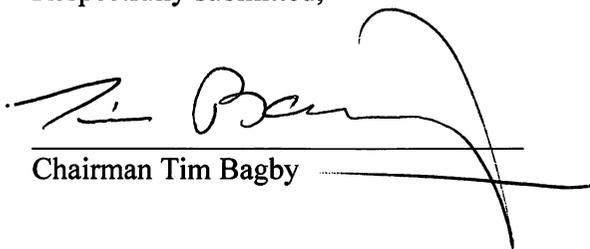
COMMITTEE MEMBER COMMENTS

There were no additional Committee Members comments provided.

ADJOURNMENT

It was moved by Mrs. Emmer, seconded by Mr. Osland and it was carried unanimously to adjourn the meeting.

Respectfully submitted,


Chairman Tim Bagby


Tasha Sims, Recording Secretary



Business Planning For Small Businesses Workshop

Learn How to Develop a Business Plan!

Participate in a **FREE** Small Business Planning Workshop

Tuesday, March 28 (6pm-9pm)

DeKalb County Business Incubator

Community Outreach Building – Five Seasons Room

2500 Annie Glidden Rd., DeKalb, IL 60115

The workshop will cover:

- Why Bother with a Business Plan
- The Parts of the Plan
- Financial Forecasting
- Making Sense/Realistic Projections
- The Lender's View
- A Working Document

To register, please contact

Brad Burzynski, Interim Economic Development Coordinator at 815-787-8901

or email businessincubator@dekalbcounty.org

