

Members Present

Mr. Stauffenberg, Mr. Tholen, Ms. Bernard, Ms. McBride, Mr. Washington, Mr. Flett, Mr. James, Mr. Nixon and Mr. Hess

Members Absent

Mr. Olthoff, Ms. Polk, Mr. Pagast, and Mr. Tripp

In Attendance

- **Board Members**

Mr. Bossert

Department Heads

Mike Van Mill

- **Media**

1. Call to Order

The meeting was called to order by the Vice-Chairman, Mr. Stauffenberg, at 9:00 a.m. Quorum present.

2. Public Comment

3. Approval of Minutes – October 27, 2010

A motion to approve the minutes was made by Mr. James and seconded by Mr. Washington. Motion carried.

4. Planning

- **Pembroke Township Revolving Loan**

Mr. Van Mill stated that the resolution that was passed in September approving the revolving loan fund grant application of Pembroke Township Small Business Incubator had a list of conditions that we were requesting the Township to comply with as we went through the process of putting the loan agreements together and the final execution of that. As we have been going through the process with the Township, the Township has asked a couple of questions that would result in modifying some of the conditions. One question being whether or not the County would consider extending the first payment due beyond the six months that was put in the resolution as a condition. We have also been working with them to insure that we have the proper audit reporting funds that we requested in the conditions of the resolution. Given the fact that the Township has asked for some modifications to the loan agreement and in the spirit of expediency to continue this process, it seems that it would be a good idea to have a small working group of Planning & Zoning members that could meet with the Township and get the conditions to the point that is acceptable to the PZA Committee over the course of the next couple of weeks and get a recommendation to the PZA at January's meeting.

Mr. Hess made a motion to form a small group to meet with the Pembroke Township to come to an agreement regarding the conditions that is acceptable to both sides and then come back to a recommendation to PZA in January and bring the recommendation to the February board meeting and Mr. Tholen seconded it. Motion carried with a voice vote.

Ms. McBride, Mr. Washington, and Mr. Vickery will make up the small group. Mr. Bossert will be aware of all discussion.

- **Introduction/Overview of Planning Department & Economic Alliance Staff**

Mr. Van Mill gave a presentation to the committee which consisted of an introduction/overview of the Planning Department and the Economic Development. It provided the County Board PZA members with an

overview of department functions and 2010 activities. For information concerning these departments the following websites can be accessed:

<http://planning.k3county.net>

<http://www.kankakeecountyed.org>

5. Other

None

6. Old Business

None

7. New Business

None

8. Adjournment

A motion to adjourn the meeting at 10:19 a.m. was made by Mr. James and seconded by Mr. Washington. Motion carried.

Jim Stauffenberg, Vice-Chairman
Joanne Langlois, Executive Coordinator