

**Economic Planning Board Meeting**  
**Meeting Minutes**  
**Thursday, September 18, 2014**  
**7:00PM**



The meeting was called to order at 7:05 PM

**ROLL CALL:**

Economic Development Coordinator/Secretary Brittany Abrams called the roll. Present are Economic Development Director James Lurquin; Board Members: Orley O. Betcher Jr., John Kapecki, Wojciech Dziechciowski, Fran Mills, Joseph Davern Jr., and Mariola Zygmunt. All present.

**APPROVAL OF MINUTES:**

Entertain a Motion: To approve the minutes of the Economic Planning Board meeting held on the date of August 21, 2014 as submitted, or if necessary as corrected. MOTION: Chairman Lurquin Moves: To approve the minutes as submitted. SECOND: Board Member Joseph Davern Jr. VOTE: Board Members: Orley O. Betcher Jr., John Kapecki, Wojciech Dziechciowski, Fran Mills, Joseph Davern Jr., and Mariola Zygmunt. All Aye, motion approved.

EPB Member John Kapecki brought up old business in the approval of minutes asking when the TIF presentation will take place. Chairman Lurquin explained he had spoken with Kane, McKenna and Associates, Inc. and was mentioned that instead the presentation should be done by Mike Cainkar so there wouldn't be any toes stepped on. At the presentation it would be nice to get both the EPB and the Board of Trustees along with anyone else who is interested to attend the TIF presentation. EPB member John Kapecki also asked if the Zoning Board has done anything to work with Economic Development for future development regarding the Lakota Plan Vision Plan 2030. Trustee Oszakiewski stated the Zoning Board re-zoned the residential areas along the main streets into commercial zones. In the future it will not be acceptable to build residential homes, apartments, condos, etc. along valuable street face space where traffic is passing for business opportunity. Chairman Lurquin said Lakota group is good to use for a reference and that it really makes you think outside of the box. Lakota Group's focus was primarily on the TIF District Properties.

**CHAIRMAN'S REPORT:**

Chairman Lurquin explained the Rules and Regulations of the EPB and asked if there were any changes that needed to be made. Are there tasks in here that are more than the EPB can handle? What should stay and what should go? Other than some grammatical finds that EPB member John Kapecki pointed out, there was also a question on a repetitive statement. EPB member Joseph Davern Jr. asked if it would be best to take the document home to review once more before presenting it to the Board of Trustees. All members and Chairman Lurquin agreed that one more final read and correction of the document would be best. Within the review of the document it was questioned by EPB member Wojciech Dziechciowski, how can they as the EPB help developers? Answer by many was that it would save steps for developers and assist them in providing them with answers of what is needed and desired for the village. Was stated that the EPB needs to create their own flow chart and a checklist of what is required by each department. Trustee Sparr stated that the EPB is a great way to welcome interested developers to the village to share their ideas/proposals and head them in the right direction. EPB would recommend things or departments to the developers to help them move forward. Trustee Oszakiewski also said a flow chart to streamline the work would need to be created to make sure the process is being followed correctly. He also explained six key Economic Tools to bandage the financial gap. When attending a seminar that day he received some helpful materials that he will provide to the EPB for reference. EPB member Wojciech Dziechciowski asked how the word will get out to developers that we are here. Chairman Lurquin said this would be covered later in the Coordinator's report.

The Chair did not entertain a motion to approve the Rules and Regulations of the Economic Planning Board and forward them for acceptance to the Village Board of Trustees. Instead it was agreed upon to review the document once more and make some corrections and changes. The Chair will entertain a motion at the next meeting that will be held in October.

**COORDINATOR'S REPORT:**

Economic Development Coordinator, Brittany Abrams, introduced marketing materials to each EPB member. Brittany explained that she had designed, and gathered cost quotes for the materials from three printing companies. The EPB members were asked to take a look at the materials and share any thoughts. EPB member Orley O. Betcher Jr., brought up the Industrial Park located on 86th Court that has needed a sign along 88th for a long time now. Both Brittany and Orley O. Betcher Jr. will be looking into price estimates. Brittany mentioned she will be providing the quotes to the Board of Trustees along with the marketing materials for approval. The coupon books were discussed and it was decided that the EPB will look into coupon fold sheets that are designed by Minuteman Press. These would be more affordable than the previous coupon company. The coupon book will still be in the works and decided upon when budgeting for the following year. The website layout packet was also given to the EPB members that shows exactly what is available on the website. This website is a great resource tool for developers and business owners. WLS is another source that the village is thinking about using to market the area. This is a radio station that uses commercial advertisements for Economic Development purposes. Chairman Lurquin and Coordinator Brittany Abrams working on putting this into place. WLS came and spoke with the Board of Trustees and Mayor a few weeks back, this may be a step to take. The Business Expo was introduced and a list of ideas that Brittany created was shared. The EPB members will be focusing on the Business Expo details in the next few months. In the meantime, EPB members will continue visiting Businesses to gather feedback and helpful information that can be used to recognize businesses in the village. The last subject of matter that was introduced was the Economic Development Budget. What was budgeted for the year, how much has been used, and what the EPB are planning to budget for the upcoming year.

**COMMITTEE REPORTS:**

- BR&E- Business Visits  
Is there anything else that the EPB members need when visiting the businesses? The EPB members said nothing in particular. Economic Development Coordinator said to make sure that each member is handing out their Business Cards and finding out the year each business in their district began business in the Village of Justice.
- Marketing- All was explained in the coordinator's and is in the works
- Education- nothing at this time
- Image- Economic Development Coordinator Brittany Abrams contacted IDOT for Streetscape regulations. Chairman Lurquin presented these to the EPB board. Grant proposal was also briefly explained by Chairman Lurquin.

**OLD BUSINESS:** None

**NEW BUSINESS:**

Property of Why Not-Drive In is being looked into and both Chairman Lurquin and Economic Development Coordinator Brittany Abrams is researching to find out the holding details.

**ADJOURNMENT:**

The Chair will entertain a Motion: To Adjourn. MOTION: Board Member Orley O. Betcher Jr. SECOND: Board Member Joseph Davern Jr., VOICE VOTE: All ayes.

Meeting adjourned at 8:47pm

Respectfully Submitted,

*Brittany Abrams*

Economic Development Coordinator