

**Economic Planning Board Meeting  
Meeting Minutes  
Thursday, October 16, 2014  
7:00PM**



The meeting was called to order at 7:08 PM

**ROLL CALL:**

Economic Development Coordinator/Secretary Brittany Abrams called the roll. Present are Economic Development Director James Lurquin; Board Members., John Kapecki, Fran Mills, Joseph Davern Jr., and Mariola Zygmunt. Not present. : Orley O. Betcher Jr., and Wojciech Dziechciowski

**APPROVAL OF MINUTES:**

**Chairman Lurquin Entertains a Motion** to approve the minutes of the Economic Planning Board meeting held on September 18, 2014 as submitted, or if necessary as corrected. SECOND: Board Member Joseph Davern Jr. VOTE: Board Members: John Kapecki, Fran Mills, Joseph Davern Jr., and Mariola Zygmunt. All Aye, motion approved.

**CHAIRMAN'S REPORT:**

**Review Rules and Regulations:**

The Scope of Mission is being simplified by removing the explanations of tasks A-G that the Planning Board is charged with by deleting everything after (g) on page 2 up to the Village Code on page 5. The work to be done by the Business Retention & Expansion Committee will incorporate Village employee staff resources for planning board to use - not create. (See the original page 7). The staff's job is to create brochures, marketing packages, business fairs & Expos, and other resources for the planning Board to use.

The overall changes are to make the operations of the Board as simple as possible at this time. There are so many different areas to learn and cover. We cannot make too many sub-committees of volunteers. If you don't have assignments for the volunteers to do, they will not come back. That doesn't mean that we can't have people help the Planning Board when necessary. For example, help with setting up the Business Expo.

Volunteers are more than welcome to help with the Business Expo and any other events if they would like. The staff will gather all of the materials needed for the visits. The only committee that the Economic Planning Board will have is the Business Retention and Expansion Committee. The Retail and Community Development article was introduced by Chairman Lurquin. Chairman Lurquin explained that this article is to be used only as a resource guide. Operations should be simple at this time so that there is a focus in one area. There is no downtown area in the Village of Justice.

Chairman Lurquin was at a seminar earlier in the day that explained many things, one including employment security. Group is putting together a plan for an assisted living home and veteran's home in the Village of Justice on a fourteen acre property. It is in its infancy at this time. Once these are established we can assist them in many ways with resources. John Kapecki asked where the Economic Planning Board fits in the process. John said he thought the Economic Planning Board was to meet with the potential developers. Chairman Lurquin said he will clear this up with the Board of Trustees as to the role of the Economic Planning Board.

A survey of surrounding communities Building Permit rates were reviewed. Now that the Village of Justice is better stable in financing it was acted upon to change the Building Permit rates to a more reasonable price that would compare with surrounding towns. Ordinances were changed. Incentives would need to be discussed and agreed upon. Joe Davern mentioned that the incentives should be known and easily accessible for businesses. Joe said in order to expand the village needs to better retain existing businesses. When potential developers and businesses come to town, Joe said, they may ask other businesses how business is in town. Fran Mills said that it is important to know what we have in order to offer. Fran said talking with businesses and attaining the knowledge will help us stay focused. Economic Development Coordinator, Brittany Abrams, said she has been attending the Basic Economic Development Course all week. She stated that Business Retention and Expansion was stressed upon a lot the entire week. One action to take is to provide the Economic Planning Board with a specific synchronistic survey that they would bring to each business visit. Two members would go as a team, one to take note and the other to speak with the business owner. This synchronistic survey will help gather data over time that can be used and compared. The process must be structured in order for any comparisons to take place over time. Not only does the interview team need to take note of the information on the sheet but also the concerns and suggestions from the business. Then this information will be brought back and an action must be made. The information in these business visits is confidential and will only be expressed with bulk data. Fran Mills stated that we can build off the business feedback and go from there. Brittany said there will be a process: the before, during, and after. Economic Planning Board members cannot promise the businesses anything but assist them by finding the answers and taking action the best way possible. Chairman Lurquin said to look over Village Ordinances, especially sign ordinances.

Chairman Lurquin said if we approve the revised mission statement Rules and Regulations he then will make a presentation to the Village Board at the Board Meeting on the last Monday of October.

**Chairman entertains a motion** to approve the Rules and Regulations document, as amended, and present it to the Board of Trustees for their approval. Second Fran Mills. Roll Call: All Ayes

The second draft of the 2015 Budget includes salaries, health insurance, professional development, marketing materials, printing, postage, engineering fees, professional

consultants, community block grants, etc. Chairman Lurquin wanted to give the Economic Planning Board an idea of what is included in the budget process.

#### **COORDINATOR'S REPORT:**

Business Expo dates are being worked on and the Justice Chamber of Commerce will make the date. Any suggestions from the Economic Planning Board about the next Business Expo. Joe Davern suggested it may be best to have the dinner during the week. Thursday would be a good evening because no one really has plans for the weekend yet. Chairman Lurquin said we need to use our local business for catering the meal.

Three meetings are coming up this November. Wednesday, November 5th, Pace follow-up meeting at 10:00AM and ComEd Business Retention Effort meeting at 1:00PM. These meetings are open to the public and will be posted. Tuesday, November 11th meeting is at 1:00PM with Ehler's Inc. who will talk about Economic Development Advising.

Chairman Lurquin said we need to highlight our new businesses and keep this an ongoing process through our website. Joe Davern said maybe we can use the Newsletter. It was mentioned by Matt Zarebczan that businesses can buy space to advertise in our newsletter.

#### **COMMITTEE REPORTS:**

- Business Retention & Expansion- Business Visits  
Joe Davern said that many of the businesses he visited have the same issues and reoccurring needs. He will share those with Brittany. Brittany will provide the members with an up to date survey and Business & Retention guide.
- Marketing- Resident Information Brochure will be printed and ready to go.  
Chairman Lurquin said we should think of a program idea that we can give to new residents along with the brochure.

**OLD BUSINESS:** None

**NEW BUSINESS:**

#### **ADJOURNMENT:**

The Chair will entertain a Motion to Adjourn.

MOTION: Joseph Davern Jr.

SECOND: Fran Mills

VOICE VOTE: All ayes.

Meeting adjourned at 8:21pm

Respectfully Submitted,

*Brittany Abrams*

Economic Development Coordinator