

VILLAGE OF JUSTICE
ECONOMIC PLANNING BOARD MEETING
7800 S. Archer Road, Justice, IL
Thursday, June 21, 2018 @ 7:00 PM



CALL TO ORDER: The meeting was called to order at 7:00PM

ROLL CALL:

Economic Development Coordinator, Maria Cervantes, called the roll. Present are Chairman Matthew Zarebczan and Board Members: Fran Mills, David Shipyor Joseph Chicola, John Obrochta and John Kapecki (electronically).

APPROVAL OF MINUTES:

The Chair will entertain a Motion: To approve the minutes of the April 19, 2018 regular Economic Planning Board Meeting as submitted, or if necessary as corrected.

Motion: Fran Mills Moves: To approve the minutes as submitted.

Second: John Obrochta

VOTE: Joseph Chicola, David Shipyor, Fran Mills, John Obrochta and John Kapecki. All ayes. Motion passed.

CHAIRMAN'S REPORT:

Chairman Matthew Zarebczan communicated the following topics:

1. The Greek Festival will be held at the Holy Cross Greek Orthodox Church from Friday June 22nd to June 24th. This is a great community event and everybody is encouraged to attend.
2. The Justice Chamber of Commerce will host its annual Rib Roast on Saturday, July 7th from noon – 3pm. It is an all you can eat event. All are encouraged to attend.
3. On September 12, 2018 from 5:30pm to 8:30pm, the Southwest Conference of Mayors will be hosting a planning commission training workshop. Currently, they have no venue but once it's communicated, we will forward the information to everyone.
4. At the June 6th Committee Meeting, time was taken in the meeting to discuss the tollway project and how the access will open up multiple opportunities for economic development. We went over the different phases of the Phase I and Phase II of the engineering, the right of way acquisition, the construction and the cost. The village had submitted an application to IDOT for the IL Competitive Freight Grant Program and have been awarded just about 13.5 million dollars for construction and the right of way acquisition for this project. 12 million was awarded for the construction and just about 1.5 million was provided to help with land acquisition necessary to complete this project.
5. The Village of Justice is currently looking to fill the open seat for the Economic Development Planning Board. The advertisement is online under job opportunities. If you come across anyone who is interested in the position, feel free to submit a cover letter and resume to me via email.

COORDINATOR'S REPORT:

The economic development coordinator, Maria Cervantes, provided the following communication:

1. The packet provided to the planning board includes 3 forms for the business visits they will be completing.
2. If there have been any business visits completed, please forward them to Maria.
3. In one of my visits, Elsie's Place (Theresa) had made a suggestion to maybe have more village events like a fair, farmers market, etc.

Board member Fran Mills suggested that in reference to business visits for Home Occupation businesses, the questionnaire should be tailored to the Home Occ to maybe consider making phone calls. Trustee Melanie Kuban advised we may need to also consider the timing of when these calls would be made due to their occupation and their job times.

Chairman Matt agreed and stated the questionnaire will need to be shorter and directly to the point.

A draft of a Home Occ questionnaire can be created with relative questions.

CORRESPONDENCE: None

COMMITTEE REPORT: None

OLD BUSINESS:

2018 Flower Pot Program: Board member, Fran Mills, provided an update. The flower pot program was a success. The flower pots are alive and doing very well. On May 19th, the day started out with a continental breakfast of donuts and coffee. The volunteers consisted of Chairman Matt Zarebczan, Coordinator Maria Cervantes, Economic Planning Board Member's Joe Chicola, Fran Mills, Deputy Code Enforcement Officer Jim Lurquin, Public Works Director, Joe Cekus, Trustees Melanie Kuban, Hank Oszakiewski, Ed Rusch and Karen Warner. The planting evolved into an assembly line where everyone did their part to complete the project. Once the project of planting was completed, the flower pots were ready to be delivered to the businesses.

Village Marketing Video: Chairman Matt Zarebczan provided an update. The filming was originally scheduled for June 11th & 12th but due to the weather, the dates were changed to June 25th & June 26th.

Milestone Recognition Program 2018: Chairman Matt Zarebczan advised that on Monday, June 25th at 7pm the Village of Justice is honoring Beverage Merchandising Inc. for their 25th business anniversary with the village. The planning board is requested to attend to recognize our business partner. Four other businesses have achieved their 10 year business anniversary. The businesses are State Farm, Matias Trucking, Justice Suzuki and Andy's Auto Electronics. They will be receiving a certificate memorializing their achievement along with a letter from the Mayor.

Comprehensive Plan: Chairman Matt Zarebczan stated that the Zoning Board of Appeals has scheduled a meeting on June 17th at 7 pm to discuss and review the comprehensive plan. For the past 2 meetings, I've provided the material for review. Everyone is requested to attend to provide feedback.

Welcome Packages: Board Member Fran Mills mentioned that in the past meeting a conversation took place about working with the Justice Chamber of Commerce to provide welcome packages to the new businesses and new residents in the Village. Through the channel of business license's we know when a new business comes in the village and through sales inspections, we know when a new resident moves into the village. It was recommended by Fran Mills that we move forward on this program with or without the Chamber and begin emailing the current businesses to see if they would like to contribute towards this initiative. Everybody agreed that it would be a good idea to have this for new business and residents.

Triangle Property: Board member Dave Shipyor, asked if the closing of the property took place.

Chairman Matt Zarebczan responded that the closing did take place and the property is now owned by the developer. We are waiting for final building plans to be submitted.

Board member John Kapecki asked if the developer's plans would be presented to the board at any time now that they have closed. Chairman Matt Zarebczan advised the plans and meetings requested by the village of the developer were already met at prior board meetings and planning board meetings. At this time, the developer just took over the property and is working to finalize their building plans. When the developer submits their final building plans anyone is welcome to come to the building department to view them.

Bike Path: Board member Dave Shipyor asked if there were any updates on the Bike Path project. Chairman Matt communicated the last steering committee meeting was held on June 20th and the next one is scheduled for July 20th. Terra Engineering is currently gathering information and getting fieldwork done. They were out just couple of weeks ago walking along the canal. There should be more information to provide after our next steering committee meeting.

NEW BUSINESS:

National Tree City USA: Board member Dave Shipyor provided the Planning Board with documentation on the National City Tree program. He communicated that this can be a great idea to be part of the beautification program. If the board is open to it, it could be a great program for Justice to add more trees to the village. Currently the Chamber of Commerce is working with the Morton Arboretum program and the businesses for trees to plant on their business sites.

Chairman Matt advised that it's a good program but the concerning part is the cost due to all the construction projects (mainly the tollway project) where we need to save and the current budget restraints. This program is looking for \$2 per capita and if you could reach out to see

if there are any other ways to work to meet that requirement. Dave Shipyor advised he will further research this opportunity and will reach out to them to find out what options are available to allow us to meet the requirements.

Welcome Signs: Board member Fran Mills advised that it would be a great idea to put some hardy plants that will not easily demise around the Welcome signs as you enter the Village. Hostas, for the most part, can survive most of the weather conditions. The Damar welcome sign is the nicest but we think that Damar landscapers take care of it.

Takeaway: Joe, Fran and Maria to meet to discuss plans for the welcome signs for beautification.

PUBLIC COMMENTS: Trustee Kuban thanked the planning board for their work with the annual business appreciation dinner. It was the most successful one that we've had because we focused on ensuring that the business owners/managers had a good time with a comedian as part of the entertainment. We've received good feedback on the event.

We need to focus on making sure we follow through on the programs we are looking to create. Providing networking events will allow for existing businesses and new businesses to come together and interact. We received some feedback from business on the days and times at the appreciation dinner on when we can put together some workshops for them to attend to better their business. When conducting the business visits remind them of the different events in the village like the auto show where they have the opportunity showcase their food, services or goods.

ADJOURNMENT:

The Chair will entertain a Motion to Adjourn.

Motion: EPB Member Fran Mills

Second: EPB Member John Obrochta

Voice Vote: All ayes.

Meeting adjourned at 8:20PM

Respectfully Submitted,

Maria Cervantes

Economic Development Coordinator