

**Economic Planning Board Meeting
Meeting Minutes
Thursday, July 17, 2014
7:00PM**



The meeting was called to order at 7:00PM

ROLL CALL:

Economic Development Coordinator/Secretary Brittany Abrams called the roll. Present are Economic Development Director James Lurquin; Board Members: Orley O. Betcher Jr., Wojciech Dziechciowski, John Kapecki, Fran Mills, and Mariola Zygmunt. Not present is Joseph Davern Jr., with no reason as to why he was not in attendance.

APPROVAL OF MINUTES:

First meeting for Economic Planning Board is this evening. No previous meetings to report.

CHAIRMAN'S REPORT:

Administrative Items: Payroll was explained in detail. Each month the Board Members on the Economic Planning Board who are in attendance will get a total payment of \$100.00. Business Cards were distributed to Board Members to give to public for contact details. The Board member phone number and Brittany's email address. Appointment Cards were distributed to each Board Member with their date of expiration.

Each board member will receive a member packet of materials in the mail a week prior to the monthly meeting. This will allow each member to review the information, resources, and other documents in advance to come prepared for the meeting. These materials should be brought to the meeting for discussion. Agenda will also be placed in the member packet, posted online, printed in the newspaper, and displayed on the meeting place. Tonight's member packet includes agenda, scope of mission, mission statement, and rules and regulations. This is a working document. Justice Municipal Code and how meetings are conducted information. Responsibilities of staff. Business Issue Sheets were given to each member, this will be used when visiting village businesses. Any reports on the issue sheets will be reported to Brittany Abrams, the Economic Development Coordinator, who will then send to proper department to take care of to the best of their ability. Brittany will report back to the point of contact board member who will then report back to business owner with issue sheet complaint. A list of all businesses in town was given, this will allow each Board Member to easily designate an area of focus. Economic Planning Board Roster was distributed for contact information.

Open Meetings Act (OMA) rules and regulations, Robert's Rules.

Items to address: Electronic Attendance is when a member cannot physically be at meeting but can participate over the telephone with rules we establish. Basis of a quorum being present and a reason for their absence will be sufficient to allow Electronic Attendance.

Reasons of absence:

- 1.) Personal Injuries
- 2.) Illness or Disability
- 3.) Employment Purposes
- 4.) Business for public
- body
- 5.) Family or other emergencies

VOTE: Board Members: Orley O. Betcher Jr., Wojciech Dziechciowski, John Kapecki, Fran Mills, Mariola Zygmunt. All Aye, Motion approved.

OMA provides Public Taping and Filming, the authority holding the meeting can prescribe reasonable rules to be followed. Rules stated by Chairman Lurquin; 1.) Must film in rear of room 2.) Must not block any view of other attendees 3.) Must be done in a quiet manner.

MOTION: Chairman Lurquin Moves: To approve the rules of Public Taping and Filming

SECOND: Board Member Orley O. Betcher Jr.

VOTE: Board Members: Orley O. Betcher Jr., Wojciech Dziechciowski, John Kapecki, Fran Mills, Mariola Zygmunt. All Aye, Motion approved.

Public Participation allowing citizen's the opportunity to speak at public meetings. OMA requires to address those in the public body. Suggest that we do not pass out a sheet to have comments or concerns be written and presented in beginning of meeting. Instead recognize person who raises their hand during meeting and time of discussion. Rule presented by Chairman Lurquin is to recognize the person on the floor on the specific subject at the time of discussion during the meeting.

MOTION: Chairman Lurquin Moves: To approve the rule of Public Participation

SECOND: Board Member Orley O. Betcher Jr.

VOTE: Board Members: Orley O. Betcher Jr., Wojciech Dziechciowski, John Kapecki, Fran Mills, Mariola Zygmunt. All Aye. Motion approved.

Scheduling of Meetings. Discussed at training and checked with Village Hall to schedule the Economic Planning Board meetings for the third Thursday of each month in the Village of Justice Hall-Board Room. Meetings will begin at 7:00PM. These meeting agendas will be, as mentioned before, placed in the board member packet, posted online, printed in the newspaper, and displayed on the door of the meeting place. We will have the yearly schedule of dates to the newspapers. Any changes made will need to be updated on the door of meeting.

OMA Training Course must be completed by each individual board member. Ninety days from being appointed to get the OMA training finished.

COORDINATOR'S REPORT:

Economic Development Coordinator, Brittany Abrams, explained in detail the four Sub-Committee Structures that the Economic Planning Board put together while at their concluding training sessions. Within these sub-committees there should be a number of volunteers to assist with actions to take throughout the community.

These Sub-Committee's include:

Image Committee – includes streetscape, beautification, and other volunteer projects to enhance the community.

- Picking up trash along street corridors, etc.
- Planters to be placed in front of businesses
- Earth Day- Planting it Forward

Small stuff to clean up town and show our support for the businesses

Business Retention & Expansion Committee – Promotional incentives including anniversary plaques, coupon books, and waivers of license fees for expansion; formal

public relations visits; and other resources to keep existing businesses and bring new businesses to the Village.

- Certificate of Business Appreciation
- Plaque of Business Appreciation (10, 20+ years, etc.)
- Coupon Book to market business and generate revenue
- Business Incentives
- ED Logo Sticker to place on business door for specific actions
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Marketing Committee – Disseminating information concerning the quality of place and cultural heritage of Justice through brochures, marketing packages, business expos, small business fairs, and the web site; developing a strategic plan for economic development.

- Informational brochures/pamphlets for both business related and new resident to town
 - Better inform new residents about village
 - How EPB can help a business in town
- Business Grand Openings are encouraged
- Village ED Website, Facebook, etc.
 - Social Media is great to network and share
- Business Expo
 - Theme for Expo
 - Guest speaker to assist business in town
 - Certificates and plaques of business years in town appreciation
 - Slideshow of businesses in town at work to display at January Expo

Education Committee – Workforce development to help business owners educate their employees, and school curriculum programs that provides school administrators with feedback from employers on areas of education that could be inserted into their curriculum

- Getting schools in town involved with community
- Education/Seminars/Workshops for employees of various businesses in town
- Possible Business guest speaker to school class

Additional comments from board and public pertaining to Sub-Committees:

Focus on Business Retention and Expansion Committee because Image, Marketing, and Education, all intertwine within that specific committee. Chairman Lurquin mentioned he and Brittany will work to gather resources. *Ex:)* *Streetscape grants for trees, we could gather resources to use for this type of project.* Develop a project before looking for a grant. Trustee Small mentioned ECIVIS Grant writing software to work on receiving grants for various economic projects. Chairman Lurquin said he would gather those resources at a later time. Trustee Kuban made some suggestions to reword/rephrase the Committee descriptions (with specific reference to waivers of license fees for expansion in the Business Retention Committee). Chairman Lurquin said this is a working document and can change. We would vote on it and then bring it to the Board of Officials for their approval. Trustee Oszakiewski related the Committee structure to the Moraine Valley Community College Training Courses.

Mayor Wasowicz mentioned to work on redundancy in ordinances and to make them less of a burden on existing and future businesses. Make it more business friendly and

a smooth operation. Chairman Lurquin said that was already being worked on and will be brought to attention again very soon. Chairman Lurquin will be chairman of the Sub-Committee.

Eda Schrimple, from Moraine Valley Community College, was unable to attend the meeting. She will explain more about what to do when visiting businesses and how to document their needs. How can we as a board assist them? Board members need to go out to businesses to see how they are, what we can do to assist them. Let them know we are available. A simple award or certificate is appreciated by businesses. Board Member Fran Mills said we should make the Business Issue Form more positive, suggestion sheet. Fran Mills wants to incorporate the casual talk with the businesses into the form. Make it an opportunity, rather than an issue. Board Member Wojciech Dziechciowski said what should be a response given to the business if they ask why we are wanting to hear from them. We can't promise them anything but we can offer our ear and time. Volunteering our time to visit businesses in the village to assist them with any comments, concerns, or issues that they may have. Looking to build a friendly relationship where the business owner can come to us for assistance. Mayor Wasowicz mentioned to take their input, concern, or issue into advisement and then bring it to the board and then get back to the business with the information. The main importance as Mayor Wasowicz stressed is to be sure to always follow up. Board Member Mariola Zygmunt said to be friendly and allow them to feel comfortable talking to you, it should be that way. Chairman Lurquin said this business list can be split among the Economic Planning Board and businesses should be visited more than once a year. Make sure that we don't have the same person seeing the same business. *EX:)* One issue that was mentioned at previous Business Expo was for a sign of all businesses that are located on 86th Ct to be placed where it can be seen by others. A sign to show where that industrial park is. Trustee Oszakiewski mentioned to possibly provide a map and divide into districts. Chairman Lurquin wants every business in town to have someone come and talk to them. Next meeting we will plan where everyone will go. These businesses should be visited in the next three months. Board Member Wojciech Dziechciowski asked about where to find properties that are available in Justice. What to tell others if they ask. Economic Development Coordinator, Brittany Abrams has this information already and will be sending the Location One and Broker Savant information to the Economic Planning Board.

OLD BUSINESS:

No old business to discuss

NEW BUSINESS:

Next meeting we will ask Eda from MVCC to present the duties of the board members. Eda unfortunately was not able to attend this evening's meeting. The map and districts will be provided for the Economic Board with their specific section. In the meantime the Economic Planning Board will be sending the Economic Development Coordinator, Brittany Abrams, their district of interest to represent. Chairman Lurquin will also be ordering the name plaques for the board room to place at the chair of each Economic Planning Board Member. Also, mentioned was the Village of Worth Economic Development meeting that will be held on August 14th at 7:15PM, if you would like to attend the open meeting, we can see how that town run theirs Economic Development Committee. More discussion on the Economic Planning Board Sign for the village properties that are available as well as signs to place on the Justice Chamber of Commerce.

ADJOURNMENT:

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

Meeting adjourned at 8:10PM

Respectfully Submitted,

Brittany Abrams

Economic Development Coordinator