

**Economic Planning Board Meeting  
Meeting Minutes  
Thursday, August 21, 2014  
7:00PM**



The meeting was called to order at 7:02PM

**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, Fran Mills, Joseph Davern Jr., and Mariola Zygmunt. Not present is Wojciech Dziechciowski who reported he had personal matters to attend to this evening.

**APPROVAL OF MINUTES:**

Entertain a Motion: To approve the minutes of the Economic Planning Board meeting held on the date of July 17, 2014 as submitted, or if necessary as corrected.

MOTION: Chairman Lurquin Moves: To approve the minutes as submitted.

SECOND: Board Member Orley O. Betcher Jr.

VOTE: Board Members: Orley O. Betcher Jr., John Kapecki, Fran Mills, Joseph Davern Jr., and Mariola Zygmunt. All Aye, motion approved.

**CHAIRMAN'S REPORT:**

Chairman Lurquin introduced Eda Schrimple from Moraine Valley Community College, who was here for a presentation. Eda works as an Outreach & Special Events Coordinator for Corporate, Community & Continuing Education. Her presentation focused on what the Economic Planning Board needs to do next.

Eda Schrimple:

Mentioned how she would like to help the Economic Development in the Village of Justice move forward. During the previous training workshops, the focus was on an Economic Development Commission (EDC) but now it is changed to an Economic Planning Board (EPB), as stated in the ordinance. Eda provided the EPB with a step-by-step Memorandum that was created by Chris Manheim after the last training date. After reviewing the memorandum, Eda also handed out the *Role of Local Elected Officials in Economic Development from the CENTER FOR RESEARCH & INNOVATION (10 Things You Should Know)*. Eda said the EPB will need to come up with goals and duties to have approved by the Board of Officials. The goals need to be specific and realistic. Moraine Valley Community College, she stated, can also have speakers come in and talk to the EPB about the document listed above for the Roles in Economic Development. Board Member Joseph Davern Jr. mentioned that while at the training there was an overview of so much information that he found it hard to decide where to start first. Eda explained that the samples in the binder that were provided in the training was a great resource. The Economic Planning Board will need to use the 2030 Lakota Group Vision Plan to figure out what step is first.

The tools and or incentives must be known by all the members. The EPB will need to be better informed about what and how a TIF District works. Each member should understand what the incentives are. There are currently 3 TIF District in the Village of Justice. TIF as explained by Eda: The money that can be used by the business on the property from the TIF. Eda suggested that the EPB should have someone speak to them about TIF Districts and help them understand. Chairman Lurquin is planning on having Kane, McKenna and Associates, Inc. come and speak to the EPB about TIF Districts as well as the funding that is in the Village of Justice TIF contract. There are funds set aside for infrastructure, signage, business relocation, some training for employees; as mentioned by Chairman Lurquin. Trustee Small asked, "What is the specific structure of the EPB?" Eda said that the Flow Chart is important to follow. EPB would gather information from developer and then they would provide this information to Village Board of Officials. The Board of Officials has the authority to provide incentives. Board Member Mariola Zygmunt asked what kind of questions would the EPB member answer? The EPB should not promise any incentives. (TOOLS TAB 1, 2, 3)

Trustee Oszakiewski stated how it is important to be transparent. The Value of the EPB is representing the village and making it a positive image. Eda said the mission statement will also need rewording to fit the Board rather than a Commission. Image Committee is similar to the Marketing Committee. Marketing materials draw businesses to town and promote ideas that create a positive image for the village. Some examples are signs, pamphlets, website, logo, etc. A resident asked about making recommendations to the board about specific zones for future business. Was stated that the Zoning Board has already established the business zones for future development.

Moraine Valley Community College (MVCC) is waiting on the EPB to come up with dates for a free event to provide village businesses. People will come in to speak with SCORE Consultants who would assist the businesses free of charge. Eda brought some materials that are great resources for the businesses, all provided by MVCC.

Chairman Lurquin thanked Eda for coming out and taking the time to assist the EPB. Chairman Lurquin read over and explained the EPB Manual that he provided at the first meeting. Scope of mission was from the village code. Guidelines that are to be followed are those in the Justice Code book. Chairman Lurquin asked everyone to take a look at the EPB Manual to see if it needs changing for the next meeting. For example our green space requirement should be in the comprehensive plan. The EPB can make guidelines/requirements to property pieces to begin changes for future plans. Then the EPB can make a recommendation to the Board of Officials to accept or reject. Money from TIFs based on a project to provide to businesses can also be discussed. Trustee Small mentioned if there is something the Board of Officials can work on simultaneously with the EPB, to make things move quicker, to let her know.

The four committees were explained. Image and Marketing needed to be explained better by Eda. Eda said they are somewhat similar. Business Retention & Expansion will be the EPB first focus within the sub-committees. A Comprehensive Plan is explained by Chairman Lurquin.

## **COORDINATOR'S REPORT:**

Economic Development Coordinator, Brittany Abrams, explained what marketing tools have been created thus far: Website, newsletter information section, pamphlets and coupon books

are in the works. Brittany would like to have some focus on assisting with promoting and marketing business in town. What does the village do for business in town? Businesses buy a business license and what do they get in return? The coupon books will help business owners see that the village is trying to be of assistance to them and it will show residents what is available in town. Eda said this is more of a Chamber project, not EPB. Trustee Rusch explained that the Chamber has limited resources and Orley would be the only one working on that. A coupon book is a win/win and a great idea as stated by Trustee Rusch. It will bring people into businesses that they may have never known existed. This coupon book will help our village and show them the EPB is here to support them. The EPB can work with the Justice Chamber of Commerce on this project. EPB has the resources to create a coupon book. Trustee Rusch explains the first question from business owners is what has the village done for me as a business owner? Businesses buy a license each year and what do they really get in return? Brittany has focused some of her time on EPB marketing materials to show the public who the EPB are, what they do, resources that are available, and property availability within the village. The Economic Development logo image was improved by Board Member John Kapecki. Also presented was a property development sign that would be placed on the property being developed with agreement from the owner. Brittany is going to gather estimates on printing of this sign from a couple companies. Brittany also stated the budget process will need to be focused on for the following meeting as asked by Trustee Rusch. Chairman Lurquin went over a few items that are incorporated into the budget, additions that are needed to be made, etc. Community Development Block Grants Fees are to be included. Chairman Lurquin and Brittany will discuss these items and then ask the EPB for input.

Trustee Rusch said there is \$107,000.00 in the ED Budget this year. He said no one knew that the Economic Development Department was going to take action as quickly as it did. Economic Development will be well over that budget amount. Trustee Rusch said to load up ideas and suggestions for the budget for the following year and see what will get chosen. The report will be picked through by the others to see why that amount is needed. Create a detailed budget list to present. Budget will be discussed at the EPB following meeting.

## **COMMITTEE REPORTS:**

Image:

Nothing to be discussed at this time.

Business Retention & Expansion

This will be the first sub-committee the EPB will plan their focus on. Each member had chosen a designated area on the Village of Justice map and they will be visiting the businesses to build relationship.

Marketing:

Coupon Book estimates from various companies. Book will be sponsored by Economic Planning Board, Justice Chamber of Commerce, and the Village of Justice. Property Development Sign estimates. Finish creating pamphlets, get approved, and then print. Website keep up to date.

Education:

MVCC SCORE Consultants, free workshops, and other resources provided within the community.

**OLD BUSINESS:**

Board Member Orley O. Betcher Jr., streetscape information for spring planning. Grants for projects, funding.

**ADJOURNMENT:**

The Chair will entertain a Motion: To Adjourn.

MOTION: Board Member Orley O. Betcher Jr.

SECOND: Board Member Fran Mills

VOICE VOTE: All ayes.

Meeting adjourned at 8:30pm

Respectfully Submitted,

*Brittany Abrams*

Economic Development Coordinator