

**Economic Development Meeting Minutes
Monday June 9, 2014**

1. Meeting called to order at 7:34 a.m. by Chairperson Pastor Joe Mills.

2. Pledge of Allegiance

3. Roll Call - Darlene Barber, Lori-Jo Fergle, **Village Chamber of Commerce Liaison** Bruce Horek, Kandice Jacobs (not present), Pastor Joe Mills, Allison Muzal, **Village Representatives Trustee** Frank Perry, **Director Community Development** Melissa Headley

4. Opening Public Participation and Comments- Westchester resident Steve Cerasuolo attended meeting, mentioned his interest in joining the Economic Development Committee.

5. Active Agenda

A. Approval of the following minutes:

- **Minutes of May 12, 2014 EDC Meeting**

A motion was made by Bruce Horek to approve the minutes from May 12, 2014 meeting, second by Darlene Barber the minutes were unanimously approved.

6. Updates from Village Management: Melissa Headley's report given, which also included; a new business opening in the village, Pleasant Touch Dental located on Mannheim Rd. Ihop restaurant on Mannheim closed, they're seeking another location in the area.

212 permits were issued, a construction value of approx \$1.1M.

7. Updates from Village Chamber of Commerce: Bruce Horek report given. Village Chamber Membership Committee will spearhead the Ribbon Cutting Policy and discussions are currently being held regarding member/non-membership participation. Jeannie's Beauty Salon will have their ribbon cutting on June 11th at 4:30pm, and After Hours at 5:30pm.

8. Old Business (Discussion Only)

A. Signage RFP updates-esp. Historical Marker discussion: Melissa met with Western Remac, and she will provide a couple of quotes at the next EDC meeting. A request of \$1000.00 was requested for the historical markers.

B. Policy Development about Business Events/ Promotions for Calendar/Website: No new business to report. However, a suggestion was made for EDC to continue bringing awareness to the village website and calendar.

C. Follow-up on Development Programs from Business Summit:

- Business Transportation Issues in Westchester: Discussions held.
- Walkways/Safe pedestrian avenues for shopping: Discussions held.
- Permit Process: Pastor Joe suggested putting a notification in the village paper to communicate to the residents and business owners regarding the permit process.

Darlene suggested the language should state, the village has an Open Door Policy available to all residents and businesses interested in understanding the permitting process.

Allison suggested a flow chart of “how to steps” of the permitting process.

Bruce suggested periodically inserting information in the village paper on choosing a contractor, and understanding the necessity of permits.

D. Ribbon Cutting Policy-for Chamber and/or not for Non-Chamber members: Discussions held.

E. Façade Grant Update: There are 2 new applications for façade improvements, Melissa will have them available for review on the June 23rd agenda, and email EDC a copy of the applications.

EDC’s role is to make recommendations only to the Village Board.

F. Tree Planting: This item is being removed from the agenda for now.

G. Other ideas emerging from the Summit: EDC homework is to review Summit results Allison provided.

9. New Business: Melissa suggested for the next agenda, consider education luncheon to understand business related topics. Allison will provide information for topics at the next EDC meeting.

Adjournment

A motion to adjourn was made by Lori-Jo Fergle, second by Bruce Horek. Meeting adjourned 8:38 am.