

**Economic Development Meeting Minutes**  
**Monday January 13, 2014**

1. Meeting called to order at 7:30 a.m. by Chairperson Pastor Joe Mills.

**2. Pledge of Allegiance**

**3. Roll Call** - Darlene Barber, **Village Chamber of Commerce Liaison** Bruce Horek, Kandice Jacobs, Pastor Joe Mills, Allison Muzal, **Village Representatives- Director Community Development**-Melissa Headley, **Village Trustee** Frank Perry

**Members not present**- Lori-Jo Fergle

**4. Opening Public Participation and Comments**- None.

**5. Active Agenda**

**A. Approval of Minutes**

**Note:** Lori-Jo Fergle called Chairman Mills in advance notifying him that she would not be present for today's meeting.

i. A motion was made by Bruce Horek to approve the minutes from the December 9<sup>th</sup>, 2013 meeting, second by Darlene Barber; the minutes were unanimously approved.

**6. Updates from Village Management**- Melissa Headley's report given. Also mentioned in her report, a new business recently opened, Anna's Place on Roosevelt Road. Superior Electric 1212 Gardner St. received their interior remodeling permit. The comprehensive plan is on the agenda for the next COW Village Board Meeting, under old business. CMAP's comprehensive plan presentation; Mariano's Fresh Market applied for planning commission permit; a Planning Committee meeting targeted for late February.

**7. Updates from Village Chamber of Commerce**- Celebrate Westchester being held at Alpine Haus on January 25<sup>th</sup>. Westchester Community Church's Pancake Breakfast January 16<sup>th</sup> @ 7:30am.

**8. Old Business (Discussion Only)**

- a. **Business Summit: Business Leaders Summit scheduled for March 20<sup>th</sup>, held at Westchester Community Church at 5:30-7:00pm.** Two areas of discussion- (1) Focus/Scope of the Business Summit (2) Key Presenters for each category on agenda. Darlene and Melissa will work on a save the date postcard for distribution. Allison will check the Evite website for max number of people we can include on invitation; an Eblast will be ready by 1/28.

- b. Guidelines for Grand Opening/Re-opening for Businesses, Ribbon Cuttings:** EDC will provide the Village Chamber of Commerce with a copy of the Ribbon Cutting Guideline packet for review and spearheading the process. The EDC members will review for discussion at our next meeting.

**Note:** Chairman Mill request items C-F be deferred until our next meeting, all in favor.

- c. Signage RFP quotes**
- d. Policy Development about Business Events/ Promotions for Calendar/Website**
- e. Façade Grants**
- f. Tree Planting**

**New Business:** None.

### **Adjournment**

Motion to adjourn meeting by Kandice Jacobs, second by Allison Muzal, meeting ended at 8:45 am.