

**Economic Development Meeting Minutes**  
**Monday April 14, 2014**

1. Meeting called to order at 7:38 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 (not present), Kandice Jacobs, Pastor Joe Mills, Allison Muzal, **Village Representatives- Trustee** Frank Perry (not present), **Director Community Development** Melissa Headley

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

**5. Active Agenda**

**A. Approval of the following minutes:**

- **Minutes of March 24, 2014 EDC Meeting**

**B. Approval of revised EDC Annual Agenda**

i. A motion was made by Kandice Jacobs to approve the minutes from March 24th, 2014 meeting, second by Darlene Barber the minutes were unanimously approved. A motion was made by Kandice Jacobs to approve the revised EDC Annual Agenda, second by Lori-Jo Fergle, which included the striking of the meeting for May 26<sup>th</sup> due to the holiday, all in favor; the revised Annual Agenda is approved. Also, Pastor Mills made mention he's on vacation in the month of August and not available for both meetings; Lori-Jo and Darlene noted they have obligations during the same month as well.

**6. Updates from Village Management-** Melissa Headley's report given. CMAP training is scheduled for April 21<sup>st</sup> at 6:30pm; a public hearing is scheduled for the 290 Billboard via the Planning Commission; Anna's Restaurant Ribbon Cutting was held; 3 new businesses opened in the village (Melissa will email the list).

**7. Updates from Village Chamber of Commerce-** Bruce Horek not present. However, Pastor Mills mentioned the Chamber of Commerce has implemented the guidelines for the Ribbon Cutting Policy; also, clarification regarding requirements is needed; should businesses be members, or not? Discussions and concerns on the topic of the benches within the village and the verbiage displayed are an issue. A suggestion is being made, at the end of the contract, EDC should promote the Village Board to consider purchasing the benches to govern content being displayed. Also to make available the Village Board and EDC's meeting agendas to the businesses.

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

- A. Signage RFP updates:** Lori-Jo provided a handout on the “History of Westchester” to assist in the historic marker discussions. The Prairie District was chosen as primary location to begin historic markers.

NOTE- Chairman Mills is requesting moving to item E on the agenda.

- B. Policy Development about Business Events/ Promotions for Calendar/Website**

- C. Façade Grants**

- D. Tree Planting**

- E. Follow-up on Development Programs from Business Summit and thank you’s-**

The survey results were discussed.

- **Bus transportation Issues in Westchester-** Discussions were held. Melissa is in contact with Pace discussing routes, and the EDC is endorsing Pace consideration for routing extensions.
- **Walkways/Safe pedestrian avenues shopping-** The EDC is advocating for sidewalks placement at the appropriate intersections as well, and safe pedestrian avenues. Melissa will speak with the IDOT Liaison concerning targeting specific corridors.
- **Permit process suggestions-** Discussions held to consider revising permit guidelines to identify and disclose all requirements prior to process beginning. Updates are currently underway. A follow-up will be made with prospective new EDC member. A suggestion to place in Village Newsletter EDC’s updates on a consistent basis, as well as email information to business owners.

- F. Ribbon Cutting Policy- finalization.**

**Items B, C, D, and F are being deferred until the next meeting.**

- 9. New Business:** none

**Adjournment**

\A motion to adjourn was made by Kandice Jacobs, second by Darlene Barber meeting adjourned 8:42 am.