

**MINUTES
CITY OF DEKALB
ECONOMIC DEVELOPMENT COMMISSION
FEBRUARY 3, 2017**

The Economic Development Commission (EDC) held a regular meeting on Friday, February 3, 2017 in the Council Chambers of the DeKalb Municipal Building, 200 South Fourth Street, DeKalb, Illinois.

The meeting was called to order at 8:10 a.m.

ROLL CALL

Roll was recorded by Economic Development Planner, Jason Michnick, and the following members of the Economic Development Commission were present: Mark Sawyer, David Barrow (acting chair), Tom DeVries, Vernese Edghill-Walden, and Mohammed Labadi. Trixy O'Flaherty was absent.

Also present were City Manager, Anne Marie Gaura, Alderman Bob Snow, Paul Borek (DCEDC), Matt Duffy (DeKalb Area Chamber of Commerce), Jennifer Groce (NIU), Mim Evans (NIU Center for Governmental Studies, and Melissa Henriksen (NIU Center for Governmental Studies).

APPROVAL OF AGENDA

Planner Michnick requested that an addition to the agenda be made to include a break between items 4 & 5. Acting Chair Barrow asked for a motion to approve the agenda as amended. A motion was made by Mr. Labadi and seconded by Mr. Sawyer. The motion carried on a voice vote.

APPROVAL OF MINUTES

Acting Chair Barrow requested a motion to approve the minutes from the previous meeting. Mr. Sawyer made a motion, which was seconded by Mr. Barrow. The motion carried on a voice vote.

BUSINESS

1. EDC Planning Sessions: Purpose & Overview

Ms. Henriksen provided an introduction to the meetings purpose and an overview of the task the EDC is undertaking, which includes prioritizing existing projects or initiatives in the City's 2025 Strategic Plan, and also identifying additional projects or initiatives not included. No action was taken on this item.

2. Roles & Responsibilities of EDC: Planning Process and Moving Forward

Ms. Henriksen provided an overview of the timeline for developing an implementation strategy, which includes two planning sessions, and potentially a follow-up meeting in April. No action was taken.

3. City of DeKalb Economic Development: Climate & Incentives

Planner Michnick presented information via PowerPoint to the commission including data on employment, trends in EAV, roles of economic development organizations, and existing business incentives the City offers. That PowerPoint is attached to the minutes as Exhibit 1. No action was taken.

4. City of DeKalb 2025 Strategic Plan Progress Report

Planner Michnick provided an update to the commission on the progress of the City's 2025 Strategic Plan. The update was from Q3 of 2016, and also included progress and updates that have occurred since then. The projects and their updates have been included as page 1 of Exhibit 2. No action was taken

5. EDC Action Plan: Review of EDC Survey and Discussion

This item was not discussed due to time limitations. Planner Michnick stated he would email the PowerPoint presentation to the commission at a later date, which included the results. The survey results are included in the PowerPoint presentation attached as Exhibit 1. No action was taken.

6. Prioritizing 2025 Action Items

Ms. Henriksen discussed the scoring process and exercise that would be distributed to the commission after the meeting. Included in the document that would be distributed would also be an explanation of the projects in the 2025 Strategic Plan, as well as a scoring matrix for the projects. That document has been attached to the minutes as Exhibit 2. No action was taken.

ADJOURNMENT

Acting Chair Barrow requested a motion for adjournment. Mr. Sawyer moved to adjourn the meeting; seconded by Mr. Labadi. Motion carried on voice vote. The meeting adjourned at 11:00 a.m.

Respectfully submitted,
Jason Michnick, Economic Development Planner

Minutes approved by the Economic Development Commission on March 3, 2017.