



DeKalb Municipal Building
Executive Conference Room
Second Floor
200 South Fourth Street
DeKalb, Illinois 60115

AGENDA

Economic Development Commission Meeting
April 5, 2019
8:30 a.m.

- A. Roll Call
- B. Approval of the Agenda
- C. Approval of Minutes
 - 1. March 1, 2019.
- D. Public Participation
- E. New Business
- F. Old Business
 - 1. DeKalb Economic Development Issues.
 - 2. Meetings of the Economic Development Commission.
 - 3. Economic Development Commission Vacancies.
 - 4. Marketing Grant – Vernese Edghill-Walden.
- G. Adjournment

**MINUTES
CITY OF DEKALB
ECONOMIC DEVELOPMENT COMMISSION
MARCH 1, 2019**

The Economic Development Commission (EDC) of the City of DeKalb, Illinois held a regular meeting on Friday, March 1, 2019 in the Executive Conference Room of the DeKalb Municipal Building, 200 South Fourth Street, DeKalb, Illinois.

The meeting was called to order at 8:32 a.m.

A. ROLL CALL

Roll was recorded by Executive Assistant Ruth Scott, and the following members of the Economic Development Commission were present: Chair Trixy O'Flaherty, Vernese Edghill-Walden, Jeff Richardson, and Sam Walt. Members Mohammed Labadi, Mark Sawyer and Council Liaison Patrick Fagan were absent.

Also present were: City Manager Bill Nicklas, Mayor Jerry Smith, Alderman Joyce Stupegia, DeKalb County Economic Development Corporation (DCEDC) Executive Director Paul Borek, and DeKalb Chamber of Commerce Executive Director Matt Duffy.

B. APPROVAL OF THE AGENDA

MOTION

Chair O'Flaherty moved to approve the agenda; seconded by Mr. Richardson.

VOTE

Motion carried by a majority voice vote.

C. APPROVAL OF MINUTES – JANUARY 4, 2019.

MOTION

Mr. Richardson moved to approve the minutes of January 4, 2019; seconded by Ms. Edghill-Walden.

VOTE

Motion carried by a majority voice vote.

D. PUBLIC PARTICIPATION

Mayor Smith introduced Alderman Stupegia. He also spoke about changes within the City and how it interfaces with boards, commissions and committees, noting that

City Manager Nicklas will now be the liaison for the EDC. Mayor Smith also spoke of a recent DCEDC event he attended, which provided information about economic development within DeKalb County.

Alderman Stupegia asked for status on the Pappas/Franklin Street project. City Manager Nicklas stated that Mr. Pappas would be selling the property to Safe Passage.

Discussion ensued, with brief conversation regarding the Egyptian Theatre project.

E. NEW BUSINESS

City Manager Nicklas asked that each member of the EDC provide their top three to five issues regarding economic development in DeKalb at the next meeting for discussion. He noted that Council is serious about having a strategic retreat in June or July and the EDC's input would be a big part of it.

Discussion ensued. EDC members stated they would email City Manager Nicklas with suggestions.

F. OLD BUSINESS

1. Discussion on City Business Retention Strategies

Mr. Borek noted the focus of the DCEDC and stated that the EDC had previously discussed supporting small commercial and retail businesses in DeKalb. He also shared a "main street" model that includes a pre-visit survey, an onsite visit survey, and a follow-up survey. Paul continued, stating a report is produced based on the data collected.

Mr. Duffy stated that the Chamber is looking into a system for gathering information, much like the DCEDC.

Discussion ensued.

2. Chair O'Flaherty asked if the EDC should continue holding monthly meetings or move to meeting quarterly. City Manager Nicklas stated he'd go along with whatever the EDC decides.

Discussion ensued.

3. It was noted that there are two vacancies on the EDC, one being that of Mohammed Labadi who has stated he would be resigning. (Note: A letter of resignation has yet to be received by Mr. Labadi.) Mayor Smith asked for suggestions from the EDC in order to fill the vacancies.

Discussion ensued regarding residency requirements for EDC members.

4. There was brief discussion regarding a \$20,000 grant the EDC received in December of 2018 for funding marketing, specifically to be used for marketing the transit system, with \$7,000 already going towards the Center for Governmental Studies; \$13,000 remains. It was noted that Melanie Magara of Northern Illinois University was the lead for the program. Ms. Edghill-Walden stated they would reach out to Ms. Magara.

Discussion ensued about the importance of ensuring this project continues to move forward.

G. ADJOURNMENT

MOTION

Mr. Richardson moved to adjourn the meeting; seconded by Ms. Edghill-Walden.

VOTE

Motion carried on a majority voice vote. Chair O'Flaherty declared the motion passed and adjourned the meeting at 9:28 a.m.

RUTH A. SCOTT, Executive Assistant

Chapter 59

ECONOMIC DEVELOPMENT COMMISSION

Latest Revision: August 22, 2016

SECTIONS:

- 59.01 COMMISSION CREATED (2016-025)**
- 59.02 PURPOSE. (2016-025)**
- 59.03 CONFLICTS OF INTEREST. (2016-025)**
- 59.04 DELETED. (2016-025)**
- 59.05 DELETED. (2016-025)**
- 59.06 DELETED. (2016-025)**

59.01 COMMISSION CREATED (2016-025)

a) Creation. There is hereby created within the City an Advisory Commission to be known as the Economic Development Commission, which shall be advisory to the City Council and to City Staff as requested by the Council for the purpose of being an advocate promoting the City's economic development interests and programs. (2016-025)

b) Composition: The Economic Development Commission shall consist of six (6) members plus an appointed Chair. A minimum of four (4) of the six (6) members, as well as the Chair, shall be DeKalb residents. The remaining two (2) members may reside in DeKalb or elsewhere, however if they live elsewhere, they must be employed or conduct their business in DeKalb. Additionally, the Mayor shall appoint an Alderman to serve as liaison to the commission in an ex-officio, non-voting capacity.

Voting Members shall be appointed recognizing the municipal interest of providing cross sector representation from within the business community. Therefore, consideration should be given to selecting members that have connections to various business and economic development sectors including, but not limited to agribusiness, banking and finance, community organizations, education, industrial, medical, real estate, construction and real estate development, retail, tourism, hospitality, and workforce development. (2016-025)

c) Appointment: Members shall be appointed by the Mayor, with the advice and consent of the City Council. The Mayor shall appoint the Chair for a term of three (3) years. The commission shall elect from its members a Vice Chair. A City staff liaison shall serve as Secretary. Appointments shall be made on the basis of the individual's willingness to serve and ability to assist in the purpose and policies of the Commission. (2016-025)

d) Removal: The Chair and the Members appointed herein may be removed for cause by the City Council. (2016-025)

Municipal Code - City of DeKalb
Chapter 59, "Economic Development Commission"

e) Term: Members shall serve three (3) year staggered terms. The initial terms of all original members of the commission shall commence upon their appointments. Two (2) of the seven (7) members shall serve for a term of one year. Two (2) of the seven (7) members shall serve for a term of two (2) years. Three (3) of the seven (7) members shall serve for a term of three (3) years. Upon the initial appointment of the seven (7) members, the Mayor shall designate the initial term of each member, i.e., one (1) year, two (2) years, or three (3) years. Thereafter, the members shall be appointed for three (3) year terms. (2016-025)

e) Vacancies. Vacancies on the Commission shall be filled for the unexpired term of the member whose place has been vacant in the same manner in which the original appointments are required to be made. (2016-025)

g) Meetings. All meetings of the Economic Development Commission shall be held in conformity with the Illinois Open Meetings Act. The Commission shall meet as often as necessary to carry out its assigned duties. However, the Commission shall meet at least four (4) times per year, or by the call of four (4) members of the Commission. A quorum shall consist of four (4) members. The Commission's meetings shall be governed by rules and procedures applicable to committees of the City of DeKalb pursuant to City Code or State law. (2016-025)

h) Reports and Records. The Commission shall keep permanent records and minutes of its meetings, showing the vote of each member upon each topic submitted to it. The Commission shall submit any recommendations to the Mayor and City Council in writing, together with any findings of fact necessary to support recommendations. (2016-025)

59.02 PURPOSE. (2016-025)

The purpose of the Economic Development Commission is as an advisory body and will make its recommendations to the City Council. In general, the Commission shall perform the following duties:

a) Provide recommendations for the maintenance of the economic health of the existing community and the promotion of industrial, commercial, business, and retail development, as well as other supporting services which will provide quality job opportunities, diversify and broaden the tax base, and enhance the quality of life in the City of DeKalb. (2016-025)

b) Engage in strategic economic development planning and provide recommendations for policy development. (2016-025)

c) Make recommendations to the City Council on how to improve the overall competitiveness of the community, and how to create opportunities and developable sites for future economic development. (2016-025)

d) Recommend goals and methods for enhancing the relationship between the City and its business community. (2016-025)

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Chapter 59, "Economic Development Commission"

e) Cooperate with local governments, economic development organizations, chambers of commerce, educational institutions, convention and visitors bureaus, and other City organizations and commissions in their marketing and promotion efforts to attract new business to the community. (2016-025)

f) Provide an annual update to the City Council on the activities of the Commission. (2016-025)

g) Provide assistance to City staff as requested to meet project goals and deadlines, including assistance to the City Council in an advisory capacity in matters related to the City's activities under the State of Illinois Business Development and Redevelopment District statute. (2016-025)

59.03 CONFLICTS OF INTEREST. (2016-025)

Members shall disclose all direct personal financial interest in any matter that comes before the Commission and indicate any personal financial benefit that could result from a recommendation made by the commission. Such disclosure shall be made a matter of record. When concerned that there is a potential conflict of interest or a public perception of conflict of interest, the Commission should recuse him/herself from the particular discussion and shall not present, speak, vote or in any way attempt to exert any personal influence on such matters. When in doubt, the Commissioner may seek advice from the City Attorney, Community Development Director, or staff liaison to determine if a conflict or public perception of conflict might exist.

59.04 DELETED. (2016-025)

59.05 DELETED. (2016-025)

59.06 DELETED. (2016-025)