



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

AGENDA

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

- A. Roll Call
- B. Approval of the Agenda
- C. Approval of Minutes
 - 1. May 3, 2019.
- D. Public Participation
- E. Reports
 - 1. City Manager Report.
 - 2. DeKalb Chamber of Commerce Report.
 - 3. DeKalb County Economic Development Corporation Report.
 - a. Interviewer Checklist.
 - b. Post Visit Report.
- F. New Business
 - 1. City of DeKalb Vacant Properties.
 - 2. First Quarter Tax Increment Financing (TIF) Report – April 2019.
 - 3. Park 88 Bus Route Project.
- G. Adjournment

**MINUTES
CITY OF DEKALB
ECONOMIC DEVELOPMENT COMMISSION
MAY 3, 2019**

The Economic Development Commission (EDC) of the City of DeKalb, Illinois held a regular meeting on May 3, 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, Mohammed Labadi, Jeff Richardson, Mark Sawyer, and Sam Walt.

Also present were: Mayor Jerry Smith, Council Liaison/Alderman Pat Fagan, City Manager Bill Nicklas, Ex-Officio Members Paul Borek and Matt Duffy, and Transit Manager Marcus Cox, and Melanie Magara of Northern Illinois University.

B. APPROVAL OF THE AGENDA

MOTION

Sam Walt moved to approve the agenda; seconded by Jeff Richardson.

VOTE

Motion carried by a voice vote of the majority of members present.

C. APPROVAL OF MINUTES

1. April 5, 2019.

MOTION

Mark Sawyer moved to approve the agenda; seconded by Sam Walt.

VOTE

Motion carried by a voice vote of the majority of members present.

D. PUBLIC PARTICIPATION

There was none.

E. NEW BUSINESS

Mayor Smith informed the EDC that the appointment of Grant Goltz would be brought before City Council on May 13, 2019 for review and approval.

F. OLD BUSINESS

1. DeKalb Economic Development Issues and Focus Efforts.

City Manager Nicklas provided a report regarding available parcels in Park 88, noting that one of the reasons the parcels have remained undeveloped is due to some easement issues with ComEd. However, it seems that those issues are being worked through. He also noted that there's a developer who may be interested in one or more of the parcels.

City Manager Nicklas also provided a brief report on the redevelopment of the Mooney property, stating more information would be available on an upcoming City Council agenda.

2. Economic Development Commission Vacancies.

As noted by Mayor Smith, the appointment of Grant Goltz to the EDC will be reviewed by the City Council on May 13, 2019.

Mayor Smith also noted that member Mohammed Labadi intends to resign from the commission at the end of this year and asked for replacement suggestions.

Citizen Joel French was present at the meeting and expressed an interest in being appointed to the EDC at the end of the year.

3. Marketing Grant.

There was discussion regarding the creation of a resource guide for DeKalb residents that would include information on accessing services throughout the City with public transportation, including childcare and employment. Discussion surrounding this topic also included:

- An upcoming meeting with some of the employers within Park 88 would take place the week of May 20, 2019 in order to continue discussions regarding additional routes and the possibility of providing financial assistance to do so.
- How the resource guide would be provided to residents, i.e. in paper form and/or digital form. Consensus of members was to provide in a paper form in the beginning, followed by a digital format being added later.

- The possibility of a navigator program to assist those who aren't familiar with riding a bus. It was noted that there are bus trackers on all buses except for those going to and from Sycamore and Kishwaukee College.
- Focusing on the Annie Glidden North area with input from the AGN Workgroup.
- The possibility of sending postcards to residents to bring attention to the resource guide.
- The timeline for creating and rolling out the resource guide, both in paper and digital form.
- The inclusion of the Countywide 211 service, which is a product of the United Way.

Concluding the discussion, there was consensus to provide a first draft of the resource guide at the next EDC meeting.

Mr. Labadi requested a copy of the TIF report to see how invested in properties are doing. He also requested a list of vacant properties throughout DeKalb. City Manager Nicklas stated he would provide both documents.

Mayor Smith stated that information from Mr. Borek and Mr. Duffy should be utilized for vacant properties within the city, adding that perhaps they could provide a report to the EDC on a monthly or quarterly basis. There was consensus that reports would be provided at every other EDC meeting.

Discussion ensued.

Ms. Edghill-Walden stated that the EDC had discussed earlier in the year the possibility of there being outdated City ordinances and policies that might be prohibiting businesses from coming to DeKalb. She added that it's important to know what those things are so that the EDC can make recommendations for revisions.

City Manager Nicklas commented that the City Council would be conducting a workshop this summer, which would be open to the public, to discuss where the City is, where do we want to be, what are the issues and challenges that keep us from attracting and retaining business. He suggested that perhaps someone from the EDC should be present.

Discussion ensued.

Mayor Smith noted that the EDC is making much better strides that it was two years ago.

4. Park 88 Bus Route Project.

See comments above.

G. ADJOURNMENT

MOTION

Jeff Richardson moved to approve the agenda; seconded by Vernese Edghill-Walden.

VOTE

Motion carried by a voice vote of the majority of members present.

The meeting was adjourned at 9:39 a.m.

Respectfully submitted:

RUTH A. SCOTT, Executive Assistant



MAIN STREET COMPANY PROFILE FORM

Information is confidential

| | | |
|-------------------------|-------|------|
| Person filling out form | Phone | Date |
|-------------------------|-------|------|

COMPANY INFORMATION

| | |
|-----------------------------------|--|
| Company name | Business Sector (options listed in addendum) |
| Address | Primary NAICS (options listed in addendum) |
| | Web site |
| Country | Company email |
| Zip code | LinkedIn |
| City/Municipality, State/Province | Facebook |
| County | Twitter |
| Phone | Previous company name (if applicable) |
| | Electric utility |
| | Natural gas utility |

COMPANY CONTACT(S)

| | | |
|-------------------|----------------|-----------|
| Contact #1 | | |
| First name | Middle name | Last name |
| Title | Cellular phone | |
| Work phone | LinkedIn | |
| Email | Twitter | |

FACILITY

| | |
|---|---|
| Room for expansion <input type="checkbox"/> Yes <input type="checkbox"/> No | Building size (sq. ft.) |
| Facility ownership <input type="checkbox"/> Own <input type="checkbox"/> Lease | Number of buildings |
| Lease expiration date | Acreage |
| Property owner information | Physical location (check all that apply) <input type="checkbox"/> Rural |
| Age of main building <input type="checkbox"/> < 10 years <input type="checkbox"/> 10-25 years <input type="checkbox"/> > 25 years | <input type="checkbox"/> Commercial area <input type="checkbox"/> Downtown <input type="checkbox"/> Enclosed mall <input type="checkbox"/> Free standing <input type="checkbox"/> Home office <input type="checkbox"/> Open mall |
| Condition of main building <input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Average <input type="checkbox"/> Fair <input type="checkbox"/> Poor | Residential housing in building <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Facility appeal <input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Average <input type="checkbox"/> Fair <input type="checkbox"/> Poor | Past <input type="checkbox"/> expansion <input type="checkbox"/> reduction Date (__ / __) |
| Facility functionality Excellent Good Average Fair Poor | Sq. ft. _____ Investment \$ _____ Jobs _____ |
| | Purpose |

PARENT INFORMATION

| | |
|-------------|--------------------|
| Parent name | Web site |
| Address | Email |
| | Top executive name |
| Phone | Executive title |

ADDITIONAL COMMENTS?

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|--|
| |
| |
| |

ADDENDUM - BUSINESS SECTOR AND NAICS REFERENCE PAGES

MAIN ST. BUSINESS SECTOR

| | |
|--------------------------|--|
| Accommodations | Hotel, Motel, B&B, Lodge |
| Construction | Architect, Engineer, Contractor |
| Cultural | Theater, Museum, Historic site |
| Educational | Schools, Classes, Distance Learning, Training, |
| Entertainment | Theater, Arcade, Amusement |
| Finance | Banks, Insurance, Real Estate, Savings & Loan |
| Furniture and Appliance | Interior and Exterior Furniture, Commercial, Kitchen, Cleaning, Electronics, Computers |
| Government | Local government facilities |
| Grocery and Drug | Beverage, Food, Pharmacy |
| Health Care | Hospital, Doctors, Nursing home |
| Home Improvement | Hardware, Building Supply |
| Motor Vehicle | Auto, Boat, Motorcycle, Parts, Services |
| Non-Profit | Not-for-profit, foundation, charity |
| Recreation | Parks, Sports, Camping, Viewing |
| Restaurants and Drinking | Sit-down, Fast Food, Bars, Pubs, Clubs |
| Retail – Non-Store | Catalog, Internet |
| Retail Outlets | Department, Variety, Specialty, Discount |
| Service – Business | Accounting, Legal, Marketing, Maintenance, Repair |
| Service –Consumer | Dry Cleaners, Landscaping, Beauty Salon, Spa, Home Maintenance, Repair |

MAIN ST. NAICS CODES

| | | | |
|-----|--|-----|--|
| 721 | Accommodation | 441 | Motor Vehicle and Parts Dealers |
| 923 | Administration of Human Resource Programs | 712 | Museums, Historical Sites, and Similar Institutions |
| 561 | Administrative & Support Services | 454 | Non-Store Retailers |
| 621 | Ambulatory Health Care Services | 623 | Nursing and Residential Care Facilities |
| 713 | Amusement, Gambling, and Recreation Industries | 519 | Other Information Services |
| 515 | Broadcasting | 711 | Performing Arts, Spectator Sports, and Related Industries |
| 444 | Building Material and Garden Equipment and Supplies Dealers | 812 | Personal and Laundry Services |
| 448 | Clothing and Clothing Accessories Stores | 541 | Professional, Scientific, and Technical Services |
| 236 | Construction of Buildings | 511 | Publishing Industries (except Internet) |
| 522 | Credit Intermediation and Related Activities | 482 | Rail Transportation |
| 518 | Data Processing, Hosting, and Related Services | 531 | Real Estate |
| 611 | Educational Services | 813 | Religious, Grantmaking, Civic, Professional, and Similar Organizations |
| 443 | Electronics and Appliance Stores | 532 | Rental and Leasing Services |
| 921 | Executive, Legislative, and Other General Government Support | 811 | Repair and Maintenance |
| 445 | Food and Beverage Stores | 487 | Scenic and Sightseeing Transportation |
| 722 | Food Services and Drinking Places | 523 | Securities, Commodity Contracts, and Other Financial Investments |
| 525 | Funds, Trusts, and Other Financial Vehicles | 624 | Social Assistance |
| 442 | Furniture and Home Furnishings Stores | 238 | Specialty Trade Contractors |
| 447 | Gasoline Stations | 451 | Sporting Goods, Hobby, Book, and Music Stores |
| 452 | General Merchandise Stores | 488 | Support Activities for Transportation |
| 446 | Health and Personal Care Stores | 517 | Telecommunications |
| 237 | Heavy and Civil Engineering | 485 | Transit and Ground Passenger Transportation |
| 622 | Hospitals | 484 | Trucking Transportation |
| 524 | Insurance Carriers and Related Activities | 221 | Utilities |
| 922 | Justice, Public Order, and Safety Activities | 562 | Waste Management & Remediation Services |
| 423 | Merchant Wholesalers, Durable Goods | 483 | Water Transportation |
| 424 | Merchant Wholesalers, Nondurable Goods | 425 | Wholesale Electronic Markets & Agents and Brokers |
| 453 | Miscellaneous Store Retailers | | |



POST VISIT INTERVIEWER DEBRIEF FORM

Information is confidential

| COMPANY | CITY, STATE/ZIP |
|--------------------------|--------------------|
| Date of Visit (MM/DD/YY) | Lead Interviewer |
| Contact Name | Assisted by |
| Appointment | Other Participants |

COMPANY ASSESSMENT

1. Do you have any reason to believe this company's role in the community could be changing? Yes No

Comments:

2. Is there any reason to believe this company is at risk of leaving the community? Yes No

Comments:

Product Notes

EXECUTIVE ASSESSMENT

3. Is the company or its executives undergoing any form of stress that could be of concern for the company's stability in the community? Yes No

Comment:

Low 1 2 3 4 5 6 7 High

4. Rank the executive's support for the community as a place to do business?

5. Rank the executive value for working with the economic development program in some capacity?

Interviewer Notes

City-Owned Parcels

Parcel Descriptions:

Parcel 1: Agricultural Property at W. Dresser Road The front portion of this property is currently utilized for agricultural purposes, and the rear portion is used for stormwater drainage relating to the DeKalb County facility at this location. The City owns a water tower, garden and fire station site adjacent thereto on W. Dresser Road, and the property is in very close proximity to the DeKalb High School. No present uses for this property have been identified, and the area in agricultural use could be sold for continuing agricultural use or for development.

Parcel 2: Cul-de-sac landscape area on Buena Vista Drive This landscaped area was likely included in an original homeowner's association. It is common for properties like this to be part of the right-of-way and not under separate ownership. Transfer is not recommended.

Parcel 3: Path Land by Peace Road This roughly 1.1-acre parcel is a component of a former railroad right of way, which could be integrated into future recreational path networks by the DeKalb Park District. As configured, the property is of minimal utility. If the parcel to the south (north of Wirsing Parkway) developed, this parcel could be incorporated into such development. It is unlikely that the parcel would have any independent value.

Parcel 4: Part of Park off Fotis Drive. This .9-acre property is immediately south of a larger part of Park District property. Transfer to the Park District might be considered.

Parcel 5: 912 Edgebrook Drive This 1.1-acre property is improved with a multi-family building and parking lot. The building requires environmental remediation that is estimated to cost over \$400,000. The property has been identified as an opportunity for parking or community center location in the Annie Glidden North Revitalization Plan.

Parcel 6: North First Street, north of the Kishwaukee River This land is in a floodplain but could have marketable value to adjoining property owners, who may be able to combine it with their property.

Staff recommends discussing options with adjoining property owners to determine potential interest and following through with a sale if there is interest.

Parcel 7: 901 Sycamore Road. This 0.4-acre parcel was acquired when the City undertook a demolition process for an uninhabitable and unsafe property formerly located on the lot. The lot is buildable as a residential lot or could be incorporated into adjacent lots. The City has received periodic interest from adjacent property owners regarding the potential sale of this lot for a garage. Staff recommends the sale of this lot.

Parcel 8: Vacant Property on east side of Annie Glidden Road at Knolls Avenue North. This is a wooded parcel on the east side of Annie Glidden Road, directly south of the Elks Lodge. A component of this parcel includes the Kishwaukee River, and a portion includes a part of the associated recreational mixed-use path. The parcel immediately to the south was formerly owned by the City and was donated to the Park District. This parcel may be advantageous for use by the Elks (on a portion of it) or may be suitable for donation to the Park District.

Parcel 9: 524 Clifford Drive This is a floodplain buyout property. The City has received interest from a buyer that would construct a garage on the property in a manner that is compliant with development in a floodplain. This would require zoning approval and might not be favorable to surrounding property owners. The property could also be transferred to the two properties to the west at 528 Clifford Drive and 612 Glidden in a manner that would essentially increase the size of their backyard.

Parcel 10: Barb City Manor Staff is currently working with Barb City Manor on a lease or sale of this property.

Parcels 11 and 12: Vacant Lots at 1st Street and Locust Street. The City owns two small lots on the north and south sides of Locust Street, on the east side of 1st Street. These lots could be made available for commercial or mixed-use development.

Parcels 13 and 14: Lincoln Highway and 4th Street. The City owns the parcels both east and west of 4th Street, north of Lincoln Highway. The parcel on the east side is presently configured as a park and parking lot but may be useful to the DeKalb Park District for its purposes. The parcel on the west side could be utilized for commercial development, either on a standalone basis or integrated with the building(s) to the west, or an assemblage of properties to the north.

Parcel 15: City Hall Annex, 223 S. Fourth Street. This parcel is almost one acre in size and includes a number of buildings. Two unoccupied and joined buildings at the southern end were once used by Community Development and Engineering. The northern half (yellow brick) is presently occupied by the Voluntary Action Center, Youth Services Bureau, and the Family Service Agency. The unoccupied buildings can be sold to underwrite any relocation from the current city hall at 200 S. Fourth. As an exempt property in both TIF 1 and TIF 3, redevelopment of this property as a private sector project is recommended over long-term leases or for sale to someone with an intent to simply reuse the existing space.

Parcel 16: Lincoln Highway and 7th Street This parcel is a small parcel that is presently in use as a park and parking lot. Part of the parcel could be made available for redevelopment as a commercial or mixed-use development site, excluding that part that makes up part of Girard Street.

Parcel 17: Same as 15.

Parcel 18: 315 N. 10th Street. The property formerly housed a multi-unit residential rental. Prior to that, the property included commercial development. The property fell into disrepair, and the City obtained a demolition judgment. The building was demolished, and the city filed a lien and later acquire the property on a demolition lien. The property has been restored to a vacant, flat buildable site and is surrounded by residential property. Sale is recommended.

Parcel 19: 1015 Market Street. There were formerly two structures on this site. After falling into disrepair, the City obtained a demolition judgment and acquired the property on a demolition lien. The property has been restored to a vacant, flat buildable site. Although there were formerly two lots, staff recommends the property be consolidated for one development. Sale is recommended.

Parcels 20 and 21: Property on the north side of Lincoln Highway, on both sides of 10th. These are both marketable properties, however the site on the west side of 10th contains a Lincoln Highway monument and landscaping that provide a nice east entry into the Downtown area.

Parcel 22: Southwest Corner of Peace and Pleasant This property is at the far northwest corner of airport property and can be marketed for sale. Most airport properties can't be marketed because they were acquired with grants.

Parcel 23: Southwest Corner of Malta and access drive to Schnucks This property was once identified as a possible future fire station site but this is debatable now.

Parcels 24 and 25: Colby and Taylor Streets These are parcels that were acquired by the City through floodplain buyout processes, which are not developable. The two western parcels may be desirable for the adjacent property owners and could be marketed as such. The eastern parcel on Taylor Street is adjacent to public park land and is not presently forecast as being necessary for public use. It may be appropriate to donate to the Park District.

Parcel 26: Protano's This nearly 2-acre site is marketable but requires remediation.

Parcel 27: Corporate Drive and Harvestore Drive This parcel is located at the southeastern corner of Corporate Drive and Harvestore Drive and may be part of a conservation easement dedicated when the business park was platted. At present, it does not have any anticipated public use, and sale could be considered if it is not in a conservation easement. Staff will investigate further.

Parcel 27: The former Marathon station at 1101 N. First Street (the northwest corner of N. First Street and Hillcrest). The site is still contaminated and unmarketable in its present condition.

Parcel 28: 402 Gurler Street. This was a single-family home that the City razed in the fall of 2018.

Parcel 29: 1112 Market Street. This was a single-family home that the City razed in the fall of 2018.

Parcel 30: 822 E. Lincoln Highway. This was a multi-family property demolished in the fall of 2018.

Parcel 31: 715 N. Eleventh Street. This is a single-family property that was slated for demolition until the money ran out.