

**CHAPTER 59**  
**ECONOMIC DEVELOPMENT COMMISSION**

**LATEST REVISION:** January 11, 2021 (Ordinance 2021-001)

**SECTIONS:**

**59.01 COMMISSION CREATED.**

**59.02 PURPOSE.**

**59.03 CONFLICTS OF INTEREST.**

**59.01 COMMISSION CREATED**

- 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.
- 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.

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

- g) Meetings. All meetings of the Economic Development Commission shall be held in conformity with the Illinois Open Meetings Act. The Commission shall meet during the months of January, March, May, July, September, and November, or as often as necessary to carry out its assigned duties. 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.
- 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.

#### **59.02 PURPOSE.**

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.
- b) Engage in strategic economic development planning and provide recommendations for policy development.
- 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.
- d) Recommend goals and methods for enhancing the relationship between the City and its business community.
- 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.
- f) Provide an annual update to the City Council on the activities of the Commission.
- 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.

#### **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.