



**City of Des Plaines
Planning and Zoning**

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**Minutes of Meeting
Economic Development Commission
August 12, 2015**

Call to Order

Chairwoman Anderson Wascher called the meeting to order at 7:35 a.m. on Wednesday, August 12, 2015, in Des Plaines City Hall, 1420 Miner Street, Room 101

Members Present

Cortney Anderson Wascher, Anthony Bottalla, Patrick Devereaux, Richard Grosse, Mohammad Khokhar, Jin Lee, Louis Psihogios, & Randall Rapp, Barbara Ryan

Members Absent

Pat Mauro, Patrick McGeean, & Christen Osowski

Also Present

George Sakas/Community & Economic Development Director, Lauren Pruss/Economic Development Coordinator, & Gale Cerabona/Recording Secretary

Approval of Minutes

Commissioner Bottalla moved, seconded by Commissioner Lee, to approve the minutes of April 8, 2015, as presented. On a voice vote, the motion carried unanimously.

Commissioner Lee moved, seconded by Commissioner Bottalla, to approve the minutes of June 10, 2015, as presented. On a voice vote, the motion carried unanimously.

New Business

a. Business Assistance Grant Waiver – 6 N. River Road

ED Coordinator Pruss advised that the Petitioner intends to replace windows and concrete on the existing building. She noted that the recent amendment, the Façade Improvement Program/FAP, allows the property manager and tenants to apply rather than owners. ED Coordinator Pruss stated the Bid was \$41,257 and the Award was \$19,603. She advised the EDC is charged to make a recommendation to City Council.

Discussion took place on the process and proposed improvements. It was noted there is one tenant in the building. Currently, there is no curb, and landscaped areas are not well defined.

ED Coordinator Pruss shared that improvements have not yet begun.

Discussion ensued about the memo, submitted to City Council, which stated the EDC recommended this request. Commissioner Lee stated, in the past, special meetings were called, but it was decided that wasn't feasible.

The award amount vs. the number of bids was discussed. ED Coordinator Pruss advised, under the Multi-Unit Development Program, 3 bids are required. However, an award amount under \$20,000 does not require 3 bids.

ED Coordinator Pruss stated the process can be time consuming; the procurement policy is on par with other government agencies.

Commissioner Bottalla moved, seconded by Commissioner Grosse, to recommend approval to City Council. On a voice vote, the motion carried unanimously.

Commissioner Lee noted that obtaining a minimum of 2 bids is in the property owner's favor.

Commissioner Devereaux arrived at 7:40 p.m.

b. New Web Site – EDC to provide Top 10 priorities for ED pages

ED Coordinator Pruss advised a page dedicated to the EDC has been added. She noted content on the process for business applications will eventually be illustrated. Redevelopment options may be highlighted in the future. Resource options were referenced.

ED Coordinator Pruss enlisted input for the EDC's web page as new web site will launch on October 1, 2015. Suggestions are:

- Zoning map noting the available property address
- Add Façade Improvement Program/FAP and TIF information under Citywide Assistance Program
- Update Large Employer list
- Update Business Facts' page

ED Coordinator Pruss shared intended enhancements:

- Demographic data
- How to advertise on Cable TV Channel & City Web Site

Community & ED Director Sakas arrived at 8:20 p.m.

ED Coordinator Pruss noted that Media Services will control the new web site. She suggested photos of Commissioners could be taken at the next meeting. It was asked that each Commissioner forward their bios to ED Coordinator Pruss; an email will follow.

Commissioner Lee shared handouts that other communities provide and suggested the City of Des Plaines consider same. He recommended ED Coordinator Pruss review these brochures.

Commissioner Lee also suggested the City conduct Monthly Workshops on various topics. He also encouraged that “Buy Local” language be evident on this new web site.

Commissioners complimented ED Coordinator Pruss on her efforts of the ED web page thus far.

Staff Comments

There was nothing to report.

Chairwoman & Commissioner Comments

There was nothing to report.

Comments from the Public

There was nothing to report.

Adjourn

Commissioner Grosse moved, seconded by Commissioner Lee, to adjourn the meeting at 8:35 p.m. On a voice vote, the motion carried unanimously.

Respectfully submitted,

Gale Cerabona
Recording Secretary