



**MINUTES OF THE MEETING OF THE
LONG GROVE ECONOMIC DEVELOPMENT COMMISSION
Tuesday, May 26, 2020 at 7:00 A.M.
3110 Old McHenry Road, Long Grove, Illinois 60047-9613**

CALL TO ORDER

Chairman Goble called the regular meeting of the Long Grove Economic Development Commission (EDC) to order at 7:01 A.M. with a quorum of the EDC present electronically. The web-based meeting was conducted through Zoom and accessible to the general public.

OFFICIALS IN ATTENDANCE

EDC Members Present Electronically:	Pam Brown, Mike Elliott, Roger Goble, Minah Hall, Jay Levin, Rob Pipin, Eric Russell, Irwin Steinberg
Ex-Officio EDC Members Present Electronically:	Bill Jacob, Jennifer Michaud
Village Staff Present:	Denise Rosenquist (Village Intern)
Others Present in Person:	Michael Sarlitto, Laurie Wilhoit (HDLGBA), Renee Clark

PUBLIC COMMENT

None.

ACTION/DISCUSSION ITEMS

1. Motion to Approve Meeting Minutes of 5/12/2020

The EDC voted 8-0 in favor of approving the minutes of the 5/12/2020 EDC meeting.

2. Action Item #1: Report on status of telephone outreach to Village business owners

- Commissioner Hall summarized key highlights from the business outreach calls. She will compile a summary of the calls for review once all calls have been made and emailed to her. Commissioners Levin and Elliot to forward their call information.
- Commissioner Pipin noted the appreciation received from business owners for reaching out and their desire to be contacted by email in the future.
- Commissioner Brown noted the good response to holding quarterly breakfasts in the future. Would make for a good forum for continuous outreach/communication with current and prospective businesses.
- Commissioner Pipin suggested the future reach-outs could also consist of conference calls (with evites) or a combination of the two.

3. Action Item #2: Report on results of May 18 Business Informational Webinar

- Commissioner Steinberg described the two speakers (HDLGBA public relations consultant & internet marketing professional). He noted participation was low, mostly EDC & Board members.
- Michael Sarlitto reiterated that the goal was to build a repository of content by recording the webinars for people to watch when convenient for them.
- Village Intern Rosenquist will check Blackboard Connect and Zoom analytics on the number of views of the past webinars.

- Village Intern Rosenquist advised that the Village did not record the webinar as Village policy prohibits recording of Village meetings without prior Board approval.
- Chairman Goble noted that he recorded it and can forward the video for posting.
- Village Intern Rosenquist will speak with Village Manager Lothspeich about posting the video (EDC tab).
- Commissioner Pipin advised that the EDC should have a top 100 prospect list of viable businesses for Long Grove and should work with Lake County Partners to establish the list.
- Commissioners Pipin and Elliott will collaborate on developing the initial prospect list.
- The EDC voted that the June 8th webinar will be the last. The EDC will then shift outreach to the hosting of quarterly breakfasts and/or conference calls for current and prospective businesses.

4. Action Item #3: Report of preparation for June 8 Business Informational Webinar

- Commissioner Brown indicated the guest speaker will be Sam Toia, President & CEO of the Illinois Restaurant Association. He has been advocating for the restaurant re-opening process with the Governor's office. The goal for the EDC is to attract an audience to pose questions for Mr. Toia. She has a copy of his bio.
- Michael Sarlitto noted that Mr. Toia was a guest speaker on a recent program for Lake County Partners. He suggested the EDC distill down several key questions for Mr. Toia that came out of the EDC's business calls.
- The EDC discussed several means to attract participants to the webinar, including the following:
 - Village staff will use Village email lists (Blackboard Connect, Constant Contact, Business listings)
 - Commissioner Steinberg will ask the IL Restaurant Assoc to post the webinar on their website
 - Commissioner Pipin will ask Lake County Partners & Visit Lake County about posting on their websites
 - Laurie Wilhoit will post on the HDLGBA website & forward log-in info to area chambers of commerce
- Laurie Wilhoit also offered to assist with any other large-scale evite distribution
- Commissioner Russell suggested reaching out to the Lake County Health Dept. to participate in the webinar.

5. Working Session #1: Retention of experts, Board selection of priority projects, grant pursuits

- Commissioner Hall advised that the Village submitted a grant application earlier in the week for the resurfacing of Cuba Road through the Rebuild Illinois Fast-Track Public Infrastructure Program. The Fast-Track program is the 1st-round of funding for shovel-ready projects. This was the only Village project eligible.
- Commissioner Hall added that she will next work with Village staff and the Village engineer on grant applications for the 2nd round of program funding, which is for non-shovel ready projects. Grants are being pursued for the 3 priority projects approved by the Board on 5/12. Applications are due on June 30th.
 - Lake Michigan water connection to watermain tee at Thompson Blvd/Arlington Hts Rd in Buffalo Grove
 - Stempel parking lot reconstruction
 - Old McHenry Road bike path (downtown to IL 22)
- Michael Sarlitto indicated the next step is to obtain the road map for additional grant funding on the projects.
- Commissioner Russell will obtain a task-specific price proposal from Metro Strategies for grant research and a grant funding matrix for the 3 projects for consideration by the Board at their next meeting.
- Commissioner Pipin suggested that prior to pursuing an engagement with S.B. Friedman Development Advisors, the Village should first reach out to the owners of the 5 largest development sites to gauge interest in their participation in funding the consultant services.

6. New Business

- The next business informational webinar is scheduled for 6:00 P.M. on Monday, June 8, 2020.
- Laurie Wilhoit advised that the State of Illinois has issued a Phase 3 Business Toolkit for various industries. President Jacob added that the Village sent out the information the previous day to the Village's businesses.

ADJOURNMENT

Commissioner Goble adjourned the meeting at 8:22 AM with a unanimous vote of approval by the EDC.