



**MINUTES OF THE MEETING OF THE LONG GROVE ECONOMIC
DEVELOPMENT COMMISSION
TUESDAY JULY 28, 2020 AT 7:00AM
3110 OLD MCHENRY ROAD, LONG GROVE, ILLINOIS 60047**

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. In order to comply with the Open Meetings Act, Chairman Goble stated that this meeting is recorded and Commissioner Brown took roll call attendance. Chairman Goble also advised that any vote taken by the commission will be by roll call vote.

OFFICIALS IN ATTENDANCE:

EDC Members Present electronically and via roll call vote confirming these members present: Pam Brown, Roger Goble, Irwin Steinberg, Mike Elliott, and Minah Hall

Ex-Officio EDC Members Present Electronically: Bill Jacob, Village President, Rita O'Connor, Trustee

Village Staff Present: Denise Rosenquist, Village Intern

Others Present: Michael Sarlitto

PUBLIC COMMENT

None offered.

ACTION/DISCUSSION ITEMS

1. Motion to Approve Meeting Minutes of 7/14/20 and explanation of revised meeting protocol

Commissioner Brown took roll call attendance. Commissioner Elliott made a motion to approve the minutes of the 7/14/20 EDC meeting and Commissioner Hall seconded the motion. Chairman Goble noted that pursuant to the Governor's State Distance Declaration and Guidelines for social distancing (Resolution 32) that public meetings will not be held in person at the present time but via video conference which are currently required to be recorded with the public invited. The EDC adopted such procedures for the time period required pursuant to this resolution.

It was suggested that Chairman Goble contact the Long Grove Village Attorney to discuss particular details of OMA as they relate to the EDC, so as to clarify the OMA rules and required procedures for conducting conference calls, sending emails and the allowable rules related to discussions among EDC members outside of regular meetings.

2. Report on Centers of Influence that the EDC have chosen to partner with

- Trade Associations:
 - Commissioner Brown mentioned that Village Manager Lothpeith confirmed Long Grove's membership in the ICSC and that this organization was indeed worthwhile particularly given its reasonable cost (\$100) for annual membership. Commissioner Brown reported that the ICSC has scheduled a Webinar on August 26 concerning retail site selection trends that is complimentary for ICSC members and that it may be a good opportunity for EDC members and Village officials. Commissioners Brown, Hall and Intern Rosenquist will consider participating in this Webinar and reporting back to the EDC as to its content. Village Manager Lothpeith will request information about the details of the ICSC membership, to better understand if the membership covers all Village employees, Commissioners, and Trustees or if there are fees for additional members.
 - All agreed that the EDC and Village officials (as appropriate) should participate in ICSC meetings for networking as well as seminars and webinars as good educational opportunities.
 - Commissioners Steinberg and Brown will be creating a database of other local members of the ICSC.
- Local Banks and Lawyers
 - Commissioner Steinberg is taking the lead in connecting with local banks and law firms to assist the Village with identifying businesses that are considering locating to the area. Commissioner Steinberg will check with the Illinois Department of Finance to secure a directory of its members.
 - Michael Sarlitto suggested sending an email to the HOA president's to connect and request information about the banks that they utilize. Denise will provide Commissioner Steinberg with a list of Village HOA Presidents so that he may contact them with the goal of establishing a list of their banking relationships. Commissioner Steinberg will also locate potential law firm contacts through Sullivan's directory of Attorneys.
 - Commissioner Steinberg will draft a letter (Denise will review) to send to these contacts which will introduce them to the Village's economic development opportunities through directing them to the relevant sections of the Long Grove Website and identifying EDC members as contacts.

3. Report on New Business Flow Chart

- Commissioner Elliott reiterated that he will continue his discussion with Manager Lothpeith and assist the EDC with developing a process and flow chart for new businesses to follow (regarding individuals that play respective role in the process, and respective order). Commissioner Elliott will follow up with Manager Lothpeith to develop this line of communication and process flow chart for potential new businesses so they may learn about such matters as zoning, licensing, available sites, etc.
- Commissioner Elliott will also be working with Intern Rosenquist to discuss ideas surrounding communication and the website. The goal is to create a more robust EDC microsite, which may include an EDC vision, showcasing properties, automated marketing tools (i.e. HubSpot), EDC members photos and background information, as well as projects that the EDC is currently involved in.

4. Communication with Lake County Partners and CFI Development

- Chairman Goble and Commissioner Brown reported on a conference call they set up with Ron Lanz, Economic Development Director for Lake County Partners for the purpose of introducing him to Eric Flanagan, Vice President of Development for Weiss Properties and acquaint him and Lake County Partners with Weiss Properties' recent acquisition of the CFI Property. Eric Flanagan explained the Weiss Properties' plan for the redevelopment of the CFI property.

- Eric indicated that the Weiss Properties model is to renovate such older properties and repurpose them for multi-tenant leasing. The renovation of the building will possibly include providing amenities for any such tenants such as a lobby, kitchen, dining area, and theatre space. In this way, these new CF property tenants will have use of such amenities and Weiss Properties is also willing to customize tenant space in accordance with the needs of the respective tenants so smaller tenants such as smaller law firms, accountants, and other small businesses can utilize these amenities to assist with fashioning their space and business model.
- Eric clarified that Weiss Properties is flexible concerning dividing up space and allocating square footage for occupants and that there was no minimum square footage that needed to be under contract to activate the use of the site. He also said he would provide Ron Lanz with marketing materials so Ron may make them available to potential tenants. Further, they are in a very flexible position to customize space to the needs of individual tenants and they are also open to exploring zoning changes if needed. Move-in would take as long as needed to finalize and build out to the occupants' specific standards. Eric indicated that Weiss Properties would be willing to subdivide the space to accommodate a large single user tenant that could potentially take up to half the square footage of the building with the balance of the space subdivided for smaller tenants.
- Ron Lanz stated that a few potential businesses are seeking space within the area (call center, corporate office, med/tech). Eric will be emailing current marketing materials and brochures to Lake County Partners.
- Chairman Goble suggested that the Commission should consider keeping this current model of introductions between new property owners and centers of influence, such as Lake County Partners. It was agreed that this model recently utilized between Weiss Properties and Lake County Partners was very positive and productive, which included the attendance of EDC members (two or less) and Village staff. Roger also suggested that there be a rotation of EDC members at those types of meetings. This model would allow for the Village to be more effectively poised to support the process by being informed and it is an excellent education for the EDC.

5. **Commissioner Brown inquired into the status of grants for bike paths in the Village.** Trustee O'Connor as a member of the Village Board's pathway committee reported that the committee applied for a grant to cover construction of a path between Old McHenry Road and Il Route 83. Commissioner Brown will work with Trustee O'Connor and act as EDC liaison with this Pathway Committee to determine if EDC can assist with locating non matching grants for possible funding of other priority Village Bike pathway projects. Trustee O'Connor will assist by updating the EDC regarding plans for proposed bike paths in the Village.

6. **Other Business.**

- Trustee O'Connor suggested interviewing Long Grove businesses, or asking them to speak at an EDC meeting or an EDC sponsored event, to highlight their unique and inspiring business story, including successes and challenges. Commissioner O'Connor will be seeking a guide/template to support successful interviews- to be discussed further.
- Denise will add Rita's Business Story and Looking for a Breakfast Place ideas to the Newsletter meeting agenda (July 29th)
- Denise offered to create quarterly reports highlighting what the EDC has accomplished and is working on- to be discussed further and Commissioner Brown volunteered to assist with the drafting of this report..
- EDC annual work plan was discussed. Roger and Pam will be working on a document highlighting concrete goals of the EDC and how they may support funding requests to the Village Board. Michael Sarlitto referred to the main ideas previously discussed, that were: 1) Communication 2) Grants 3) Transportation 4) Welcome Packet

7. **Adjournment.**

Chairman Goble adjourned the meeting at 833 AM with roll call vote of members that were present.