



**MINUTES OF THE MEETING OF THE LONG GROVE ECONOMIC  
DEVELOPMENT COMMISSION  
TUESDAY AUGUST 25, 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.

**OFFICIALS IN ATTENDANCE:**

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

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

Village Staff Present: Denise Rosenquist, Village Intern

Others Present: Michael Sarlitto, Roman Dumiak, Jim Kedroski

**PUBLIC COMMENT**

**None offered.**

**ACTION/DISCUSSION ITEMS**

**1. Motion to Approve Meeting Minutes of 8/11/20** Commissioner Brown took roll call attendance. Commissioner Steinberg made a motion to approve the minutes of the 8/11/20 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.

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

- Trade Associations:
  - Village Manager Lothpeith confirmed Long Grove's membership in the ICSC. Commissioner Brown reported that she has signed up for the ICSC scheduled August 26 Webinar concerning retail site selection trends that is complimentary for ICSC members and that she and Commissioner Hall will participate virtually. Commissioners Brown and Hall have become ICSC members under the Village of Long Grove membership. It was decided that due to OMA mandates, if there are more than two EDC members who are interested in attending an ICSC meeting or informational webinar, the EDC will discuss who will attend prior to each event.
  - Commissioners Steinberg and Brown will be creating a database of other local members of the ICSC.
- Lake County Partners: Commissioner Brown will be contacting Ron Lanz of Lake County Partners to discuss the possibility of his speaking at an upcoming EDC meeting concerning Lake County business trends and new business opportunities he is seeing coming to Lake County and how these trends could apply to Long Grove.
- Local Banks and Lawyers
  - Commissioner Steinberg will be emailing Denise a list of banks and lawyers prior to the next EDC meeting (9/8/20). Manager Lothpeith is distributing the letter to the Village Board for review.
  - Commissioner Steinberg will be emailing Denise a list of banks and lawyers prior to the next EDC meeting (9/8/20).

## 3. Report on New Business Flow Chart

- Commissioner Elliott reported that he had a discussion with Manager Lothpeith about developing a process and flow chart for new businesses to follow (regarding individuals that play respective roles in the process, and respective order). Commissioner Elliott will continue to work on a more linear business flow chart and will update the EDC on his progress on September 8<sup>th</sup>.
- Commissioner Elliott reported he is also working with Denise 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.
- Commissioner Elliott will interface with the Village staff to make sure that there is an approval process for anything posted on the website .

## 4. Work Plan

- The work plan will be discussed and updated at the September 8<sup>th</sup> EDC meeting. The Work Plan will be circulated by Denise to the EDC for review and uploaded to google docs
- The following suggested edits to the Work Plan were discussed:
  - Roads and Transportation- The EDC role in this made more specific, such as Monitoring transportation activities (roads and pathways) that may support additional Long Grove businesses.
  - Order of bulleted points revised and prioritized by importance with a higher priority placed on EDC being a sounding board for new business
  - More specifics added to the Plan including time parameters
- Budget will be discussed at the September 8 meeting as part of the plan

## 5. Roman Dumiak Presented US Census Open Innovation Lab – The Opportunity Project (“TOP”)

Roman spoke about the Census innovation lab EPA Projects for TOP Initiative – One of which is Facilitating Sustainable Rural Economic Development. Roman introduced the EDC to following projects designed to assist smaller municipalities and rural communities with economic development.

- **CitiVentures – City Builder by Citi is a free, data-driven platform designed to help investors, fund managers, developers, municipalities, and community members make impactful, place-based investments. They will be expanding on this work in the sprint.**

<https://www.citivelocity.com/citybuilder/eppublic/cb>

- **The Governance Project - A non-profit organization that provides technical assistance to rural Opportunity Zone communities in economic development. Already have a prototype of a tool that would help communities to understand financial proformas of development decisions. This is a web-based tool like Turbo Tax that will help community leaders fill in steps needed for a financial model (e.g., land size, tax incentives etc.) and could also help them obtain private investment for their projects.**

<https://www.groundupmodel.org/launch>

- **Tierra Plan - Design and build tools for planning with GIS solutions. They have a number of past projects that may be relevant and through user research will determine what they can adapt and build on.**

Roman asked for community volunteers to be interviewed in the near future to provide input to the US Census Open Lab, The Opportunity Project and specifically the “TOP” Built Environment projects to assist with understanding whether there is data that would help the EDC to become more successful.

**6. Future EDC Activity:** Trustee O’Connor followed up on the EDC’s previous discussion concerning 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. Trustee O’Connor will be seeking a guide/template to support successful interviews and Commissioner Steinberg will be the first interviewee to take place at the September 8 meeting.

- There was discussion regarding the logistics for this interview labeled “How’d You Do That?” and whether a Podcast, Zoom meeting or video chat would work best.
- It was agreed that we will start with the Video Chat at our next September 8 meeting to determine how this format will work.
- Trustee O’Connor expressed the view that the Video Chat interview format coupled with spontaneous questions from the audience is a more robust presentation. One thought would be for the EDC to be the audience and to invite the interviewees to one of its monthly meetings which will serve as the forum for this Video Chat so that there is a built in audience.
- Commissioner Brown expressed that EDC can follow up with an article summarizing the interview in local print media.

**7. Other Business.**

- Chairman Goble will contact Trustee O'Reilly about speaking at an upcoming EDC meeting: and Chairman Goble will work on an ongoing collaboration with the HDLGBA.
- Commissioner Elliott will be inviting a representative from the HDLGBA to an upcoming EDC meeting.

**8. Adjournment.**

Chairman Goble adjourned the meeting at 8:37 AM with roll call vote of members that were present.