

**MINUTES OF A COMMITTEE OF THE WHOLE MEETING
OSWEGO VILLAGE PRESIDENT AND BOARD OF TRUSTEES
OSWEGO VILLAGE HALL
100 PARKERS MILL, OSWEGO, ILLINOIS
September 19, 2017**

CALL TO ORDER

President Gail E. Johnson called the meeting to order at 6:00 p.m.

ROLL CALL

Physically Present: President Gail Johnson and Trustees Ryan Kauffman (attended at 6:08 p.m.), Karin McCarthy-Lange, Pam Parr, Luis Perez, Judy Sollinger and Joe West.

Staff Present: Dan Di Santo, Village Administrator; Christina Burns, AVA/HR Director; Tina Touchette, Village Clerk; Jennifer Hughes, Public Works Director; Jeff Burgner, Police Chief; Rod Zenner, Community Development Director; Mark Horton, Finance Director; Corinna Cole, Economic Development Director; Jenette Sturges, Community Engagement Coordinator- Marketing; David Silverman, Village Attorney; and Greg Jones, Village Attorney (attended at 6:10 p.m.).

CONSIDERATION OF AND POSSIBLE ACTIONS ON-ANY REQUESTS FOR ELECTRONIC PARTICIPATION IN MEETING

There was no one who participated electronically.

President Johnson gave a shout out to the Boy Scout Troup that came through Village Hall this afternoon for a tour.

PUBLIC FORUM

Public Forum was opened at 6:01 p.m.

There was no one who requested to speak; the Public Forum was closed at 6:01 p.m.

NEW BUSINESS

F.1. Proposed Changes to the Economic Development Commission

Director Cole proposed changes to the Economic Development Commission. The Economic Development Commission was formed on March 31, 2015 (Ordinance 15-13). The primary purpose of the Commission is to:

1. Provide advice and expertise regarding the economic development program
2. Review and formulate economic development marketing strategies
3. Serve as a sounding board regarding concerns expressed by the business community

Since last October, the Commission has only met three times. At the September 6, 2017 Economic Development Commission meeting, Director Cole presented a list of clarifications and changes to the EDC. The Commission expressed support for the changes as detailed below:

- The EDC should be the voice and advocate for the needs of local businesses
 - Identify barriers to business development, expansion, or to new businesses locating to Oswego
 - Make recommendations for programs, use of incentives, or alterations to B&Z or land use regulations that may assist new development
 - ✓ EDC will conduct an annual round-table discussion regarding common business concerns with respect to B&Z and land use issues
 - ✓ Village will consider whether to establish a liaison from the Community Development or Building and Zoning departments. to speak to the EDC and businesses
 - EDC will host an annual “match-making” event for local banks and local businesses

- The EDC should work to develop consensus among businesses and economic development stakeholders on a common vision and plan for successful economic development in Oswego
 - Provide input to ED director, Village Board, or other Commissions on issues of economic impact that may affect economic development efforts
 - Recommend changes to messaging that may improve Oswego's regional positioning to attract new businesses and site selectors
 - Educate community on economic development efforts
- The EDC should serve as a sounding board for the economic development director and monitor his/her efforts against established policy goals
 - Receive yearly reports on business retention and expansion activities and develop an action plan recommendation for improving those efforts
 - Discuss ED Director's compliance with the Village Strategic Plan
 - Participate in round-table discussions regarding economic policy matters
- The EDC should not participate in activities that duplicate other Commission or staff responsibilities or may present a conflict of interest
 - Revolving Loan Fund
 - ✓ Commissioners are selected from area businesses. It may be inappropriate for certain Commissioners to review RFL applications from colleagues, business competitors, or other personal connection
 - ✓ The Village is capable and ready to review applications in-house and make recommendations to the Village Board
 - ✓ The Village Board debates the merits of loans and decides the matter accordingly
 - Business Retention and Expansion (BRE)
 - ✓ The current ordinance states that Commissioners will perform business outreach visits
 - ✓ Utilizing the EDC for this purpose is currently problematic
 - ✓ Commissioners lack daytime hours to conduct the visits in a timely fashion
 - ✓ Village employee representative is tasked with ensuring there are no conflicts of interest or issues regarding confidentiality
 - ✓ It is the Economic Development Director's responsibility to establish and maintain a robust BRE program
 - ✓ BRE visits may eventually include the members of the EDC, but not until there are no confidentiality concerns

Representatives

Individuals selected to participate on the EDC should represent a particular sector's unique interests or otherwise have a needed skill set or perspective that will maximize the efficiency of the overall Commission. Rather than seeking representatives from specific commercial corridors or industrial parks, prospective representatives should be selected based on the following guidelines:

- Waubensee Community College
 - May provide insight into workforce engagement and economic empowerment
- Downtown Association
 - May represent unique concerns of businesses in Oswego's TIF district
- Senior-level employees of businesses in Oswego
 - In order to foster a business friendly climate, it is critical to understand the perspective of those doing businesses in Oswego
- District 308
 - Schools are significantly impacted by development
 - Including them on the Commission may assist with developing a common vision for successful economic development
 - Schools are often a helpful partner in workforce engagement and business attraction efforts
- Local Bank(s)
 - Small businesses typically cite a lack of access to capital as a significant impediment to expansion

- Having local banks represented is helpful towards bridging that gap
- Oswego Chamber of Commerce
 - As a voice and advocate for area businesses, the OCC should remain as an Ex- Officio member of the EDC

Frequency of Meetings

Until a more frequent meeting schedule is required, the number of EDC meetings should be reduced to a quarterly schedule. Additional special events could be scheduled as needed. This may improve the chances of recruiting new Commissioners that cannot commit to a more significant time commitment.

Board and staff discussion focused on Commission currently has four members; need more members; Commission calls for seven members; not looking to increase members to more than seven; conducting two annual events; not sure there is a need right now to hold monthly meetings; only met three times since last October; liking the changes to the Commission; rather be busy than just showing up; conflicts of interest; making it easier to serve on the Commission; agenda based Commission; inherited issue; never excluding at-large members; current members will remain on the Commission; liking that it provides more purpose; annual matchmaking events; liking that Waubensee and Oswego School District are included; looking forward to accomplishments.

There was no further discussion.

CLOSED SESSION

A motion was made by Trustee Sollinger and seconded by Trustee Parr to enter into Closed Session for the purposes of discussing the following:

- a. Pending and Probable Litigation [5 ILCS 120/2(c)(11)]
- b. Appointment, Employment, Compensation, Discipline, Performance, or Dismissal of Personnel [5 ILCS 120/2(c)(1)]
- c. Collective Bargaining, Collective Negotiating Matters, Deliberations Concerning Salary Schedules [5 ILCS 120/2(c)(2)]
- d. Sale, Lease, and/or Acquisition of Property [5 ILCS 120/2(c)(5) & (6)]

Aye: Ryan Kauffman	Karin McCarthy-Lange
Pam Parr	Luis Perez
Judy Sollinger	Joe West

Nay: None

The motion was declared carried by a roll call vote with six (6) aye votes and zero (0) nay votes.

The Board adjourned to Closed Session at 6:14 p.m.

The Board returned to open session at 7:02 p.m.; all remaining members still present.

ADJOURNMENT

The Committee of the Whole meeting adjourned at 7:02 p.m.

Tina Touchette
Village Clerk