

# CITY OF WEST CHICAGO

WHERE HISTORY & PROGRESS MEET

Approved on 01/23/2024

## ECONOMIC DEVELOPMENT COMMISSION Meeting Minutes October 24, 2023 – 10:30 a.m.

### 1. Call to Order

Chairperson Beles called the meeting to order at 10:30 a.m.

### 2. Roll Call and Establishment of a Quorum

Roll call found Chairperson Beles, and Commissioners Harms, Moran, Espinosa, Ventimiglia, and Sabathne present. Commissioner Johnson was absent. With six members present, a quorum was established.

Staff in attendance included Community Development Director Tom Dabareiner, City Planner John Sterrett, and Economic Development Coordinator Kelley Chrisse.

### 3. Public Comment

None.

### 4. Introductions

Staff and the Commissioners introduced themselves and provided a brief introduction, identifying area(s) of expertise, as applicable.

### 5. Commissioner Orientation

- a. Role of Commission – Ms. Chrisse referred the Commissioners to [Chapter 2, Article VI, Division 10 of the City Code](#) and summarized the Functions of the Commission as required by Sec. 2-420.
- b. Boards and Commissions Handbook – Ms. Chrisse provided an overview of the handbook and collected signed acknowledgement forms from the Commissioners in attendance.
- c. Freedom of Information Act (FOIA) – Ms. Chrisse reviewed how the FOIA law applies to the release of documents generated by and for the Economic Development Commission (EDC). Additional information about FOIA can be found on the [Illinois Attorney General's website](#).
- d. Open Meetings Act (OMA) – Ms. Chrisse provided a summary of how the EDC will operate within OMA. With the EDC being a seven-member body, a quorum is four Commissioners with a majority of a quorum being three Commissioners. Additional information about OMA can be found on the [Illinois Attorney General's website](#).

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## 6. Introduction to Community Plans

- a. [Comprehensive Plan](#) – Ms. Chrisse provided an overview of the recently adopted Comprehensive Plan describing this document as the City’s general development plan. She described the difference between the Comprehensive Plan and Zoning Regulations.
- b. [Economic Development Plan](#) – Ms. Chrisse presented the top five priorities based on time and funding required. This plan is in its third year.
- c. Central-Main Street Redevelopment Plan ([Part 1](#) and [Part 2](#)) – Ms. Chrisse explained that this document is to “set the table” for downtown redevelopment, which includes detailed implementation steps.
- d. Strategic Plan ([Part 1](#) and [Part 2](#)) – Ms. Chrisse described how this plan established a collective vision for the future of West Chicago. There were four Community Priorities identified as part of this process: Economic Development, Community Image, Intergovernmental Partnerships, and Celebrating Diversity (One West Chicago).

Ms. Chrisse also noted the various ways plans are implemented, which include revised policies, budget allocations, incentive programs, Tax Increment Financing (TIF) Districts, redevelopment agreements, as well as partnering with other entities.

7. **Overview of [TIF Districts](#)** – Ms. Chrisse summarized the scope of Tax Increment Financing (TIF) Districts, which are a tool used to encourage development in an area where that development might not otherwise occur. Each TIF District was presented along with a brief description and a status update, as applicable. It was noted that the EDC will not oversee the TIF Districts, as that is done via a Joint Review Board. However, the information was being provided to be able to continue to explore the use of the TIF Districts as an economic development tool.
8. **Staff Report** – Ms. Chrisse reported on general meeting operations. The EDC will follow Robert’s Rules of Order and can adopt an order of business for the agenda, if desired. Ms. Chrisse expressed a desire to have each Commissioner provide a brief update on their industry/area of expertise at each meeting to which the Commissioners did not object. There was some discussion about the types of information for staff to report to the EDC. Suggestions included 1) the status of plan implementation, particularly the EDC related items; and 2) shared experience of developers (is the City business friendly?). Staff will work to develop relevant data/information to share with the Commission on a quarterly and/or annual basis.
9. **Adjournment** – Commissioner Moran made a motion to adjourn, which was seconded by Commissioner Espinosa. The motion passed unanimously by voice vote. The meeting was adjourned at 11:40 a.m.

Respectfully Submitted,  
Kelley Chrisse, Economic Development Coordinator