

Joliet City Center Partnership

**Board of Directors
February 10, 2022
8:00 a.m. – CCP Office**

Meeting Minutes

Meeting called to order at 8:03 a.m.

1. Approval of January Minutes

- Monica Cicimov motioned to approve.
- Jen Howard seconded.
- All Aye – Motion approved.

2. Approval of January Financials

- Dave DiLorenzo motioned to approve.
- Jim Roolf seconded.
- All Aye – Motion approved.

3. Committee Chair Reports

- Marketing
 - Monica provided an update on the I-80 signage stating Priscilla is continuing to work on submitting the application to the Illinois Tourism Office.
 - Monica presented an event grant request from Including You. Including You had requested \$3,000 for a family fun festival to be held July 30, 2022. The Board had previously approved a grant in the amount of \$1,250 and again recommended the same amount given that this is the amount we had allocated in our budget. Monica made a motion to approve a grant in the amount of \$1,250 for Including You. Mike Brick seconded the motion. All aye-motion approved.
 - Monica presented another event grant request from the Rialto Square Theatre Foundation in the amount of \$5,000 for “A Shamrockin Good Time,” which is a fundraiser for the Rialto. They expect to attract 900 attendees for a St. Patrick’s themed event with several musical acts, dancers, bagpipers and a whiskey tasting. Our maximum amount for an event grant is \$3,000. Given that this event was not in our budget, the Board decided on a smaller amount of \$1,000 to show support for the event. Megan Millen made a motion to approve a \$1,000 grant for the event. Monica Cicimov seconded. Val Devine, Jen Howard and Sue Moore all abstained from voting. The remainder voted aye. Motion approved. Rod stated that it would be helpful to get a recap of the event afterwards.
 - Jim Roolf asked about the digital signage around the city and whether we could use this to promote events. Katie Smith stated we would have to pay for advertising. Rod stated we would look into this.
- OMA

| Name | Present | Absent |
|---------------------------------|----------------|---------------|
| Jennifer Bertino-Tarrant | | X |
| Susan Bornhofen | | X |
| Mike Brick | X | |
| Monica Cicimov | X | |
| Valerie Devine | X | |
| David DiLorenzo | X | |
| John Greuling | | X |
| Diane Harris | | X |
| Jen Howard | X | |
| Bryan Kopman | X | |
| Megan Millen | X | |
| Sue Moore | X | |
| Ivette Núñez | | X |
| Mayor Bob O’Dekirk | X | |
| Jim Roolf | X | |
| Dan Stevenson | | X |
| Rod Tonelli (Chair) | X | |
| Denise Winfrey | | X |
| Garland Mays (on behalf of JBT) | X | |
| Derek Conley (guest) | X | |
| Priscilla Cordero (Director) | X | |
| Katie Smith (guest) | X | |
| Eva-Marie Tropper (guest) | X | |

- Dave stated our meeting was held on February 3, 2022 at 3:00 p.m. on Zoom. Our guest speakers were Ron Romero and Debyjo Erickson from the Illinois Rock & Roll Museum, and they provided an update of where the museum is at with getting opened. Andrew from the Dragon's Den was our business spotlight and spoke about why he chose Downtown Joliet for his second location as well as the positive reception he's received so far. The police department and city both provided updates on downtown happenings.
- Economic Development
 - Jim stated that no meeting was held this month.

4. Chair Report

- Rod stated that we worked with Bryan Kopman to make changes to the Bylaws and Terms and asked Priscilla to provide further details. Priscilla provided a summary of the changes and stated that we would vote on adopting the updated bylaws next month. The changes were as follows:
 - Increase number of allowed terms to 4, three-year terms unless by simple majority vote by the board.
 - Increase officer terms from one year to two years.
 - Enforce attendance policy and increase attendance requirement from 1/2 to 2/3 of all meetings.
- Rod stated that we did not have an approval spending limit in place for CCP staff and asked Priscilla to present background and recommendation. The Executive Committee met on February 7, 2022 to discuss implementing a spending limit for the City Center Partnership's (CCP) Executive Director. Although the board approves the CCP budget annually, staff occasionally makes purchases that may not be included in the budget. The CCP needs to remain resilient and able to make decisions quickly as needed for the efficacy of managing the organization while also maintaining some checks and balances with board oversight. Staff and the Executive Committee propose the Board consider approving the following changes. The executive director will have the authority to make purchases as follows:
 - If an item is in the budget, the executive director has authority to spend **up to \$5,000** without board approval.
 - If an item is **not** in the budget, the executive director has authority to spend **up to \$2,000** without board approval.

Regardless of whether an item is budgeted or not, the executive director will itemize and report any spending over \$500 to the board at the following board meeting in which the spending is actualized on the profit and loss statement. The board will also continue to receive monthly financial reports as currently provided at board meetings. Dave DiLorenzo made a motion to approve the recommended policy and Jim Roolf seconded. All aye-motion approved.
- Rod stated that Yvette Nunez has been unable to attend board meetings due to personal scheduling conflicts. CCP staff had reached out to Yvette and she was okay with being removed from the board given her scheduling conflicts. Jim Roolf made a motion to remove Yvette Nunez from the board and Jen Howard seconded. All aye-motion approved.

5. City Report

- Rod stated that Derek Conley had news to report. Derek reported that he will be leaving the City of Joliet for a new opportunity as Economic Development Director for St. Charles. Eva Marie Tropper and Katie Smith will be filling in until a

replacement is found. The economic development director job has already been posted. The economic development specialist is also posted.

- Derek Conley reported on the following:
 - The Jefferson Bridge is expected to be open by end of February. As soon as it is open, Cass St. will be turned into one west-bound lane for repairs which will hopefully only last 1-2 weeks.
 - Demolition of the Priory building should be starting this week.
 - The Forge wants to host an event downtown called “Hot Sauce.”
 - Mayor O’Dekirk stated that IDOT is working on a major plan for truck traffic in the area.
 - SSA Funds were used for building repairs to the Stadium Club. Those funds have been replenished.
 - The Downtown TIF extension is still in progress. If the school approves it, the Joint Review Board meeting will be schedule. It will then go to City Council for approval. The expected timeline for all of this is two months.
 - US Steel site is close to completing the agreement to do boring for soil testing.
 - Jen asked when sidewalk repairs would be completed. Derek stated Public Works is still working on plan. Jen also asked what the plan was for St. Mary’s. The owner has not decided, but had envisioned a music venue or restaurant.
 - The downtown hotel proposal at the former Barrett’s Hardware is moving forward, but they are working on financing.
 - Mayor stated that he has spoken with Natalie Manley about additional federal funding, and she asked what the funding would be used for. Mayor stated funding would be used for levy, bridges and downtown plaza.
 - Megan asked about the mask mandate. The Mayor stated that the city will follow whatever the state mandates, but there will be no enforcement mechanism from the city.

6. Staff Report

- Priscilla presented two different proposals for downtown beautification (planters) maintenance. Illini-Scapes was the most affordable of the two options and the company we used last year. Jim Roolf made a motion to approve a proposal with Illini-Scapes in the amount of \$28,503. Mike Brick seconded the motion. All aye-motion approved.
- Priscilla reminded the board of the upcoming ribbon cutting for the Dragon’s Den on February 15.
- Priscilla stated that LOIS, our new property listing inventory tool, was up and running.
- Priscilla presented at the Chamber’s African American Business Association meeting in February. AABA gave good feedback on the presentation and stated they would stay in touch to ensure we were working together.
- Priscilla is working with Joliet Junior College on a “Starting a Business in Downtown Joliet” seminar scheduled for March 10.
- Priscilla stated that our Marketing & Events Manager will be starting on February 14th.

Meeting adjourned at 8:47 a.m.

- Mayor O’Dekirk motioned to adjourn.

- Jen Howard seconded.
- All Aye – Motion approved.