

VILLAGE OF LAKE IN THE HILLS
BUSINESS RELATIONS COMMITTEE

February 19, 2008

The Business Relations Committee met on February 19, 2008 at the Lake in the Hills Village Hall, 600 Harvest Gate, Lake in the Hills at 6:07 p.m. Those present were, Committee Members John Andrea, Jeff Meyer, Cindy Heidemann and Colin Taheny. Chairperson Russ Ruzanski arrived at 6:25. Also present were Assistant Village Administrator Ms. Shannon Andrews, Recording Secretary Nancy Sujet and Ex Officio Member Trustee Bogdanowski. Committee Members Tom French and Mary Siewenie were absent.

APPROVAL OF THE MINUTES JANUARY 15, 2008

Committee Member Meyer motioned to approve the January 15, 2008 meeting minutes. Committee Member Andrea seconded the motion. Motion was approved by a sign of aye, no nays. Motion carried.

OLD BUSINESS

Business Mentoring Site Visit Results

Committee Members Siewenie and French were absent from the meeting and could not report. They will report at the next meeting.

TABLE Committee Update

Ms. Andrews stated that in previous meetings, discussion took place regarding a Business Relations Committee member would attend the meetings. Committee Member Meyer stated that he spoke with Mike Lenzini and that he will try and attend the Business Relations Committee meetings and provide an update about the TABLE Committee to the members.

Business Enhancement Update

Session 1 Review

Committee Member Meyer stated that there was a good turnout. 24 people attended out of 41 that responded. Everyone said it went well. Committee Member Meyer stated that some of the people that attended were asking for homework. They also asked if there was a way to get information pertaining to the next session earlier, so that they can come prepared with questions. Ms. Andrews informed the Committee that it was very hard to prepare for this session since the Village Hall was closed the day before due to the President's Day holiday. She stated that other than that, it went very well. She received very good comments and it is very valuable for their businesses. Committee Member Heidemann stated that she thought it was great. Presenter was great, she explained a business plan very well for someone new, just starting out.

Session 2 Preparations

Ms. Andrews told the Committee that the future sessions need to be discussed. Ms. Andrews will be going on maternity leave soon and could be gone by the April session. Ms. Andrews stated that she will be missing the May, June and July sessions. The Committee needs to be prepared in advance. Committee Member Heidemann offered to help with set-up. Ms. Andrews stated that she will be asking the Committee for help. Ms. Andrews will start summarizing

everything and send an e-mail for what help will be needed. Committee Member Taheny suggested that for April, May and June a Committee Member volunteers for each month.

Ms. Andrews informed the Committee that discussion had taken place in the past regarding invitations being mailed out to every business for each session. Since there was such a great response and most of the people have signed up for all six sessions and you want a classroom setting, the Committee needs to talk about capping the sessions. She asked whether the Committee wanted to send out invitations or just a reminder in the Business Insider since we have our core students. Committee Member Meyer stated that 30 or 40 people would be a lot in a class. He suggested advertising in the Business Insider that the sessions had to be closed due to the overwhelming response and let them know that there will be a waiting list for future programs. Committee Member Heidemann suggested e-mailing the people on the RSVP list to make sure they know they are signed up for the remaining sessions. Ms. Andrews confirmed that they are planning on attending the remaining sessions and felt the Village couldn't turn them away. Further discussion took place regarding options for future classes and future advertising.

Committee Member Taheny suggested waiting to see how the next session goes, then maybe put information in the Business Insider and on the Village's web-site. Committee Member Andrea suggested not advertising the next session, just sending reminders to the people that did sign up. Committee Member Meyer suggested that information still goes into the Business Insider so that momentum is not lost. Ms. Andrews suggested a first come first serve basis. Committee Member Andrea agreed with Ms. Andrews. Committee Member Heidemann agreed that it was a good idea to put the information in the Business Insider regarding the overwhelming responses.

NEW BUSINESS

Gordon Larsen Business Achievement Award Nomination

Ms. Andrews informed the Committee that there were no new nominations and that the Committee had tabled the item last month hoping that more nominations would be received. The Committee has a few options:

1. Vote for one of the two businesses recently nominated, Lowe's and Applebee's
2. Committee can nominate a third business
3. Table the award until the July meeting, which is when the 2nd Larsen award would normally be selected.

Committee Member Andrea stated that he liked the suggestion of tabling the award until July. Committee Member Heidemann agreed. Chairperson Ruzanski stated that the Committee needs to make a motion.

Committee Member Heidemann motioned to table the Gordon Larsen Business Achievement Award Nomination until the July 2008 Business Relations Committee meeting. Committee Member Meyer seconded the motion. Motion was approved by a sign of aye, no nays. Motion carried.

STAFF REPORT

2008 Budget Update

Ms. Andrews explained that the budget includes the expense for the printing and mailing of the first BEP session's invitations. The 1st of four Business Insiders was also completed and expenses for postage, printing and copying have been adjusted accordingly.

Gordon Larsen Business Achievement Award

Ms. Andrews stated that discussion has already taken place regarding the Gordon Larsen Business Achievement Award.

Algonquin/Lake in the Hills Chamber of Commerce

Ms. Andrews informed the Committee that the Chamber's TABLE Committee will meet again on the 4th Thursday of the month, which is February 28th at 8:30am.

New Businesses

Ms. Andrews stated that there are five new businesses this month, whose applications have been attached for your reference. The zone and individuals assigned to contact the businesses are located at the top of each page.

TRUSTEE LIAISON REPORT

Trustee Bogdanowski informed the Committee that the Village Board has approved amendments to the 2002 Comprehensive Plan (Village Wide Guidelines for new businesses to follow). Committee Member Andrea asked if this included landscaping and signs. Trustee Bogdanowski stated that is part of it, but the guidelines for buildings are what were being amended. This is mainly intended for Route 47 development.

Trustee Bogdanowski also informed the Committee that the Village Board approved the purchase of a new command vehicle for the Police Department and a new Ford Explorer. The Village Board also approved ground maintenance agreements for 2008.

Trustee Bogdanowski informed the Committee that the application and information has been finalized for the Business Expo at the Summer Sunset Festival. He will give the information to Ms. Andrews.

DISCUSSION

None

AUDIENCE PARTICIPATION

None

Chairperson Ruzanski apologized for arriving late to the meeting. He thanked Committee Member Meyer for leading the Seminar that morning and he thanked Ms. Andrews for all her help with the food, etc.

Committee Member Heidemann mentioned to the Committee that the grand opening of her new location would be on April 19th.

ADJORNMENT

A motion was made by Committee Member Taheny to adjourn the meeting. Committee Member Meyer seconded the motion. Motion was approved by a sign of aye, no nays. The meeting was adjourned at 6:40 p.m.

Submitted by:

Nancy Sujet