

VILLAGE OF LAKE IN THE HILLS  
BUSINESS RELATIONS COMMITTEE

March 18, 2008

The Business Relations Committee met on March 18, 2008 at the Lake in the Hills Village Hall, 600 Harvest Gate, Lake in the Hills at 6:02 p.m. Those present were, Chairperson Russ Ruzanski, Committee Members Mary Siewenie, John Andrea, Jeff Meyer and Thomas French. Committee Member Colin Taheny arrived at 6:13. Also present were Assistant Village Administrator Ms. Shannon Andrews, Recording Secretary Nancy Sujet and Ex Officio Member Trustee Bogdanowski. Committee Member Cindy Heidemann was absent.

**APPROVAL OF THE MINUTES FEBRUARY 19, 2008**

Committee Member Andrea motioned to approve the February 19, 2008 meeting minutes. Committee Member Meyer 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 stated that she has tried calling Players Choice Academy and Dr. Jeffrey Moore, she has not been able to get in touch with them. Will keep trying and will report back next month.

Committee Member French stated that he has tried calling Cake Confections and has not been able to get in touch with them. Will keep trying and will report back next month.

Committee Member Meyer stated that he has left four messages with Imperial Improvements and has not received a call back. He will keep trying and will report back next month.

Committee Member Taheny was not at the meeting yet when these items were discussed.

Committee Member Andrea stated that the business is home based. He has left messages. Will continue calling and will report back next month.

**TABLE Committee Update**

Chairperson Ruzanski asked if the Committee has heard from Michael Lenzini. Committee Member Meyer stated that they have not. Chairperson Ruzanski asked if anyone was interested in attending the TABLE Committee meetings. Committee Member Meyer stated that Pam Althoff will be at the next meeting and that he will be attending that meeting, so that he can report back to the Committee next month. Committee Member French asked when were the meetings held. Ms. Andrews stated that they are held the 4<sup>th</sup> Thursday of every month.

Ms. Andrews informed the Committee that at the Strategic Planning Session that was held last year, the Committee discussed that one Committee Member would attend the meetings so that they could report back to the Business Relations Committee. If someone from the TABLE Committee wants to come to a Business Relations Committee meeting and update us, that's fine,

but personally Ms. Andrews feels that a Business Relations Committee Member should be attending the TABLE Committee meetings. Committee Member French asked if they were at the Chamber office. Committee Member Siewenie asked when the meetings are. Committee Member Meyer stated they are on the 4<sup>th</sup> Thursday. Committee Member Siewenie volunteered to attend the meetings. Committee Member French volunteered to be a back up to Committee Member Siewenie.

## **Business Enhancement Update**

### **Session 2 Review**

Committee Member Meyer stated that the second session went well. Not as many people attended as the last one. Information was well taken in. Everyone there said they needed that type of information.

### **Session 3 Preparations**

Committee Member Meyer stated that the speaker for this session will be Monica Brubaker from New Life Printing. Committee Member French asked if there were any feedback forms given to the attendees at either session so far. Ms. Andrews stated that there will be a survey given at the last session. So far there have only been 9 people that attended both sessions. Committee Member French suggested having a survey or feedback form at each session, because you may not remember 6 months prior.

Ms. Andrews asked the Committee what questions do they want on the survey or should she just create them. Committee Member Siewenie stated that when she would be a speaker, she always liked feedback on how she did and what she could change. Committee Member French suggested requesting information on the contents of the session and the speaker. He also suggested a survey at the last session regarding the overall program. Ms. Andrews asked if they would like a rating system. Committee Member Siewenie stated that would be great along with a space for comments. She stated that she may have an old survey that she could give to Ms. Andrews to use as a guide.

Ms. Andrews informed the Committee that the last session went more smoothly than the first one. She stated that the village still has to pay overtime for public works to set-up the room, because there is a meeting in the board room the night before. Ms. Andrews stated that before a day is decided for any future Business Enhancement Programs that she will have to make sure what is happening the night before in the room that is going to be used. Any other Tuesday would've been fine for this program.

Ms. Andrews informed the Committee that she had sent an e-mail to the Committee looking for volunteers the morning of the sessions to handle the food and the registration. Committee Member Heidemann has volunteered to take those tasks on for the remaining sessions. Committee Member Meyer will handle the A/V set-up for the remaining sessions. Committee Member Heidemann will also be picking up the coffee each morning. Ms. Andrews then explained how the agenda's will be when she is on maternity leave.

Committee Member Siewenie stated that the next session is April 15<sup>th</sup>. Ms. Andrews said yes and that Committee Members Heidemann and Meyer will be handling everything.

Ms. Andrews informed the Committee that there is a waiting list and she asked the Committee how they would like to handle the waiting list. For this last session an e-mail went out to all 29 people that attend the first one, to remind them of the second session and Ms. Andrews asked them to respond rather they would be attending or not. Ms. Andrews stated that out of the 29 she only received responses from 9 attendees. Ms. Andrews suggested that the list of 29 attendees be split amongst the Committee Members so that they can call them to remind them of the upcoming session.

Committee Member Meyer asked how many people were on the waiting list. Ms. Andrews stated that there were 6 or 7 people. Committee Member Meyer suggested that we just invite them to attend. That amount would not make a difference. There is more room in the Board Room than when the first session was held downstairs. Ms. Andrews stated that she will do that.

After further discussion about the waiting list, past sessions and how to remind people about the classes, it was decided that an e-mail will be sent to everyone to remind them of the class and the Committee Members will follow up with a phone call. Ms. Andrews will call the 6 or 7 on the waiting list and invite them to the remaining sessions.

### **NEW BUSINESS**

Chairperson Ruzanski asked Ms. Andrews if she would add him to the agenda for the March 27<sup>th</sup> Village Board meeting, so that he could give an update to the Village Board about the Business Relations Committee. Ms. Andrews stated that she will have him on that agenda.

Committee Member Siewenie asked which zone Committee Member Heidemann had, because the two of them are going to switch zones. Ms. Andrews stated that the phone calls she needs to make were previously assigned and any future ones will have the new zone for her. Committee Member Siewenie asked if their zones will be switched. Ms. Andrews stated yes, they will be switched for all future businesses.

### **STAFF REPORT**

Ms. Andrews informed the Committee that this would be the last time they will be seeing the budget updates until Ms. Andrews returns from maternity leave. Ms. Andrews indicated that there is enough money to support the remaining 4 sessions of the Business Enhancement Programs.

Ms. Andrews informed the Committee that the village has received a new nomination on February 18<sup>th</sup> for Eagle Training. They were nominated for their significant business growth in the past two years. It would be Ms. Andrews recommendation to take this as an opportunity to conduct a site visit at Eagle Training, which is located in Committee Member Taheny's zone 6.

Ms. Andrews also commented to the Committee that they should not limit their scope. The categories were created for that reason. The trend has been limited to Community Service. As nominations are collected from now until July, the Committee may want to remove everything except for Community Service. Committee Member Siewenie stated the Property Owners Association received the award based on longevity. Ms. Andrews stated that that is possible, but that the norm has become Community Service. Chairperson Ruzanski stated that he didn't get

the feeling that this is what the Committee has been doing. Committee Member Siewenie stated that Butcher on the Block wasn't for Community Service. Ms. Andrews stated that if the original categories are to be used, then is Eagle Training the type you want.

Committee Member French stated that not many nominations are received, so the Committee should not remove any of the categories. Ms. Andrews stated that the Committee had decided to drop off nominations after a year. There are more Committee members now. Ms. Andrews just wanted them to know they could discuss this at a future meeting. Committee Member French asked how the Committee promotes the program and that could be put on an agenda in the future. Ms. Andrews stated that the applications are given out at the Business Enhancement Programs.

### **TRUSTEE LIAISON REPORT**

Trustee Bogdanowski informed the Committee that the Village Board approved Amendments to the Conditional Use Permit for Wonder Industrial Park, which is off of Jennings Drive. There will be retail type of businesses in this area. The Village Board approved a salt storage dorm building for out at Public Works. They also approved the Bike Path for Harvest Gate. There were some concerns with residents. The grant process will continue but the Village Board is looking into some changes for the bike path.

Trustee Bogdanowski also informed the Committee that 7 businesses have already signed up the Business Exposure at the Summer Sunset Festival.

### **DISCUSSION**

None

### **AUDIENCE PARTICIPATION**

None

### **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 6:45 p.m.

Submitted by:

Nancy Sujet