

**NOTICE OF REGULAR MEETING OF THE
ECONOMIC DEVELOPMENT AND MARKETING COMMITTEE**

Notice is hereby given that a regular meeting of the Economic Development and Marketing Committee of the Village of Tinley Park, Cook and Will Counties, Illinois, will begin at 6:30 p.m. on Tuesday, August 28, 2018, in the Council Chambers at the Village Hall of Tinley Park, 16250 S. Oak Park Avenue, Tinley Park, Illinois.

The agenda is as follows:

1. OPEN THE MEETING.
2. CONSIDER THE APPROVAL OF THE MINUTES OF THE SPECIAL ECONOMIC DEVELOPMENT AND MARKETING COMMITTEE MEETING HELD ON JULY 24, 2018.
3. DISCUSS INTERGOVERNMENTAL AGREEMENT WITH SOUTH SUBURBAN LAND BANK.
4. DISCUSS BUSINESS RETENTION SPECIALIST.
5. RECEIVE UPDATE ON OAK PARK AVENUE PLAYBOOK.
6. DISCUSS *HIGH NOTES: THE BEST OF TINLEY PARK* BROCHURE.
7. RECEIVE COMMENTS FROM THE PUBLIC.

ADJOURNMENT

KRISTIN A. THIRION
VILLAGE CLERK

MINUTES
Special Meeting of the Economic Development and Marketing Committee
July 24, 2018 - 5:30 p.m.
Village Hall of Tinley Park – Council Chambers
16250 S. Oak Park Avenue
Tinley Park, IL 60477

Members Present: C. Berg, Chairman
M. Pannitto, Village Trustee

Members Absent: None

Other Board Members Present: J. Vandenberg, President - Arrived 6:01 p.m.
K. Thirion, Village Clerk - Arrived 6:02 p.m.
B. Younker, Village Trustee - Arrived 5:57 p.m.
W. Brady, Village Trustee - Arrived 5:56 p.m.

Staff Present: D. Niemeyer, Village Manager
P. Carr, Assistant Village Manager
P. Hoban, Economic Development Manager
M. Thomas, Information Technology Director
K. Workowski, Public Works Director - Arrived 5:55 p.m.
P. Connelly, Village Attorney
L. Carollo, Commission/Committee Secretary

Item #1 - The Special Meeting of the Economic Development and Marketing Committee was called to order at 5:50 p.m.

Item #2 – CONSIDER APPROVAL OF THE MINUTES OF THE REGULAR ECONOMIC DEVELOPMENT AND MARKETING COMMITTEE MEETING HELD ON MAY 22, 2018 –

Motion was made by Trustee Pannitto, seconded by Chairman Berg, to approve the minutes of the Regular Economic Development and Marketing Committee Meeting held on May 22, 2018. Vote by voice call. Chairman Berg declared the motion carried.

Item #3 – DISCUSS COLLISION DAMAGE EXPERTS (CDE) CLASS 7 - Lake Kagon (applicant) plans to open an additional Collision Damage Experts (CDE) location in Tinley Park. CDE has multiple locations in Illinois, Indiana and Michigan, high customer satisfaction ratings and is very involved in the community with Together We Cope. CDE is currently located at 7400 Duvan Drive and has purchased a second location at 17500 Harlem Avenue (formerly known as Mr. G's Furniture). The 25,000 sq. ft. building is in need of many repairs, including a leaking roof and damaged masonry work. The building will be utilized as an auto body shop, specializing in repair and refinishing work. CDE plans to create 15 jobs, invest close to \$2,000,000 in improvements to the additional location and possibly move their Chicagoland headquarters to the site. Sales tax currently for this location is approximately \$150,000, which is expected to increase to approximately \$240,000.

Lake Kagon requested a Class 7 incentive to expand CDE to 17500 Harlem Avenue, PINs 27-36-204-022-0000 and 27-36-204-021-0000. Cook County provides the Class 7 Incentive Program, which allows the reclassification of properties to effectively lower their tax assessment from the commercial rate of 25% to the residential rate of 10%. Class 7 reclassifications provide an assessment of 10% of market value for the first ten (10) years, 15% in the eleventh year and 20% in the twelfth year.

Chuck Freiberg, President and CEO of Collision Damage Experts, was present and provided both a personal history with Together We Cope as well as a business history of CDE with the Economic Development and Marketing Committee.

Lake Kagon's Class 7 incentive request was preliminarily reviewed by the Economic Development and Marketing Committee on May 22, and was referred to the Economic and Commercial Commission (ECC) for further review. Upon review, the ECC recommended request approval on June 11.

Staff recommended Class 7 Incentive request approval for Collision Damage Experts located at 17500 Harlem Avenue.

Motion was made by Chairman Berg, seconded by Trustee Pannitto, to recommend Class 7 Incentive request approval for Collision Damage Experts located at 17500 Harlem Avenue. Vote by voice. Chairman Berg declared the motion carried.

Item #4 – RECEIVE COMMENTS FROM THE PUBLIC - No comments from the public.

ADJOURNMENT

Motion was made by Trustee Pannitto, seconded by Chairman Berg, to adjourn this Special Meeting of the Economic Development and Marketing Committee. Vote by voice call. Chairman Berg declared the motion carried and adjourned the meeting at 6:03 p.m.

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Interoffice Memo

Date: August 28, 2018

To: Economic Development and Marketing Committee

Cc: David Niemeyer, Village Manager
Paula Wallrich, Community Development Director

From: Patrick Hoban, Economic Development Manager

Subject: South Suburban Land Bank

Background:

In 2012 the Village of Park Forest, the City of Oak Forest and the City of Blue Island formed the South Suburban Land Bank and Development Authority (SSLBDA) with an Intergovernmental Agreement. Land banks exist as a regional economic development tool for municipalities with limited manpower and financial resources to legally hold, manage and develop tax or bank foreclosed properties and put them back into productive use. The SSLBDA was made possible by a HUD Sustainable Communities Grant awarded to the South Suburban Mayors and Managers Association (SSMMA) in 2011. SSMMA helped establish and provide technical assistance for the SSLBDA.

The SSLBDA facilitates the redevelopment of acquired properties through strategic partnerships with developers, community organizations, lenders, and local governments to improve quality of life, stabilize the tax base, and enhance economic activities that promote sustainable, healthy, and stable communities in a manner consistent with local government plans and priorities.

Benefits of joining the SSLBDA:

- SSLBDA can acquire, hold, redevelop, renovate, assemble, rent and sell properties;
- Quick acquisition and disposition process – more efficient than municipality process;
- No fees or cost to join; no financial liability to the City;
- Can clear back taxes in limited circumstances;
- Over \$2,000,000 available for acquisition, maintenance, renovations, and disposition;
- Able to acquire residential and commercial properties;
- Can work in Cook and Will Counties; and
- Can assist with brownfield cleanup.

An existing property interested in working with the SSLBDA is the Tinley Center located at 17700 Oak Park Avenue. There are multiple vacant condos in the Center. The SSLBDA could take over the liens on the properties, bring them up to code and find new tenants.

Strategic Plan Check List:

Joining SSLBDA could address the following areas of the Village of Tinley Park's strategic plan.

- Short-Term Complex Tier 1: *Continue and advance Downtown development.*
- Short-Term Complex Tier 2: *Develop a long-term plan for North Street improvements.*
- Long-Term Complex Tier 1: *See ongoing downtown development and reinvestment continue.*

Benefits:

An SSLBDA membership will give the Village another economic development tool to address Tinley Park vacancies.

Staff Recommendation:

The Economic and Commercial Commission (ECC) reviewed this item on June 11th. The ECC recommended this item for approval on August 13th.

Acquired and Under Contract Properties/Projects (as of 1/15/18)

Single Family Homes and Condos (available)

- 13353 Greenwood, Blue Island (single family home)
- 1215 Sunnyside, Chicago Heights (single family home)
- 516 W 15th Pl, Chicago Heights (single family home) - under contract to sell
- 1504 Wentworth, Chicago Heights (two unit) - demo
- 531 W 16th Pl, Chicago Heights (single family home)
- 71 W 14th Pl, Chicago Heights (single family home)
- 41 W 15th St, Chicago Heights (2 flat)
- 14732 Clark, Dolton (single family home)
- 16785 Head, Hazel Crest (single family home)
- 17056 Greenbay Ave, Lansing (single family home)
- 17323 Park, Lansing (single family home)
- 3324 Washington, Lansing (single family home) - under contract to sell
- 2344 183rd Pl, Lansing (single family home) - demo
- 17715 Paxton, Lansing (single family home) - demo
- 19042 Wentworth, Lansing (single family home)
- 16805 Cicero Oak Forest (single family home and coach house)
- 5446 S 73rd Ave, Summit (single family home) - demo

Vacant Residential Lots (available)

- 21 N Hickory, Joliet (vacant residential lot BRP)
- 105 Iowa, Joliet (vacant residential lot BRP)
- 616 Bush, Joliet (vacant residential lot BRP)
- 518 Bennett, Joliet (vacant residential lot BRP)
- 819 Virginia, Joliet (vacant residential lot BRP)
- 616 Bush, Joliet (vacant residential lot BRP)
- 324 Des Plaines, Joliet (vacant residential lot BRP)
- 714 Des Plaines, Joliet (vacant residential lot BRP)
- 118 Akin, Joliet (vacant residential lot BRP)
- 24 Wilson, Joliet (vacant residential lot BRP)
- 331 S Joliet, Joliet (vacant residential lot BRP)
- 207 Clinton, Joliet (vacant residential lot BRP)
- 232 Allegheny, Park Forest (vacant residential lot BRP)
- 266 Allegheny, Park Forest (vacant residential lot BRP)
- 248 Arrowhead, Park Forest (vacant residential lot BRP)
- 257 Arrowhead, Park Forest (vacant residential lot BRP)
- 130 Warwick, Park Forest (vacant lot residential lot)
- 1604 216th Pl, Sauk Village (vacant residential lot)
- Las Fuentes, Richton Park (70+ single family lots)
- 3244 Sangamon, Steger (vacant residential lot – single family home demolished)
- 615 E 147th Pl, Dolton (vacant residential lot across from school)
- 2451 Vermont, Blue Island (single family home demo) - transferring to City of Blue island
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Multi-family & Mixed Use (available)

- 15130 Lincoln Dolton (mixed use former florist shop, greenhouse and home on approx 1 acre)

Commercial (available)

- 15644 S. Cicero, Oak Forest (vacant commercial building for future redevelopment)
- Fays Point Marina (8 acres & 80+ slips)
- 22353 Governors Highway, Richton Park (TOD redevelopment site & adjacent 5+ acres)
- 381 Blackhawk, Park Forest (commercial – redevelopment)
- Olympia corners Shopping Center, Olympia Fields (retail shopping center) - under contract to sell to developer
- 16800 Kilpatrick, Oak Forest (6 acres + former school, barn, home - redevelopment)
- Kedzie, Olympia Fields (3 acres - vacant TOD residential/mixed use site)

Vacant Land (available)

- 14700 S Harvard, Dolton (13 acres vacant redevelopment property – multiple parcels)
- Fays Point Marina Land (8 acres)
- 15209 Halsted, Phoenix (vacant lot)
- Oak Forest Gateway lots (3 vacant TOD lots)
- 1321 Sibley, Dolton (vacant commercial - from subdivision of 1323 Sibley)

Sold Properties (as of 1/15/18):

Single Family Homes and Condos (sold)

- 2336 Union #1, Blue Island (condo) – sold & construction completed by buyer
- 2042 Grove, Blue Island (single family home) - sold to owner occupant
- 14347 Woodlawn, Dolton (single family home) – deed program - under construction
- 314 Wayne, Park Forest (single family home) – sold to owner occupant
- 3642 Morgan, Steger (single family home) – sold & construction completed by buyer
- 22417 Chappel, Sauk Village (single family home) – sold to owner occupant
- 703 Chicago Road, Chicago Heights (single family home) - sold to Hispanic Housing
- 15804 Terrace, Oak Forest (condo) - sold to owner occupant
- 14431 Irving, Dolton (single family home) - sold to owner occupant
- 14500 Lawndale, Midlothian (single family home) - sold to owner occupant
- 14730 Kilpatrick, Midlothian (condo) - sold to owner occupant
- 335 Illinois, Park Forest (single family home) - sold to owner occupant
- 21955 Millard, Richton Park (single family home) - owner occupant (relative)
- 200 Raye, Chicago Heights (single family home) - sold to owner occupant
- 15106 Meadow Ln, Dolton (single family home) – sold to investor
- 2402 Crescent, Hazel Crest (single family home) – sold to developer for Veterans housing
- 17123 Lorenz, Lansing (single family home) – sold to investor
- 14960 S Pulaski #3, Midlothian (condo) – sold to investor
- 14740 Ketelaar, Midlothian (condo) - sold to owner occupant
- 406 Suwanee, Park Forest (single family home) - sold to owner occupant
- 1095 Richton Pl, Richton Park (townhouse) - sold to owner occupant
- 2414 Apache, Sauk Village (single family home) – sold to investor
- 21408 Peterson, Sauk Village (townhouse) – sold to investor
- 430 E 144th St, Dolton (single family home) - owner occupant
- 17507 Butternut, Hazel Crest (single family home) – rehabbed & sold to owner occupant
- 247 Mantua, Park Forest (single family home) – sold to owner occupant
- 14446 Park, Dolton (single family home) – sold to non profit
- 54 Terry Ct, Chicago Heights (single family home) - sold to owner occupant
- 2022 High St, Blue Island (two - unit) - sold to investor
- 14933 Evans, Dolton (single family home) - sold to developer
- 307 Herndon, Park Forest (single family home) - sold to investor
- 1728 Charleston Hazel Crest (single family home) - sold to investor
- 1729 Charleston Hazel Crest (single family home) - sold to investor
- 3730 Cedar Rd, Richton Park (single family home) - sold to investor
- 4525 Saratoga, Richton Park (single family home) - sold to investor
- 3003 224th. Pl., Sauk Village (single family home) - sold to investor
- 39 Sauk Trail, Park Forest (single family home) - sold to investor
- 207 Normandy, Chicago Heights (single family home) - sold to investor
- 1238 Orchard, Chicago Heights (single family home) - sold to investor
- 1227 Sunnyside, Chicago Heights (single family home) - sold to owner occupant
- 356 Minocqua, Park Forest (single family home) - sold to investor
- 15238 Meadow Ln, Dolton (single family home) - sold to investor
- 15830 Terrace Oak Forest (condo) - sold to owner occupant
- 17330 Henry, Lansing (single family home) - sold to investor

- 2346 120th St, Blue Island (single family home)
- 17123 Whittier, Hazel Crest (single family) - sold to CIC
- 17924 Chicago, Lansing (single family home)
- 17313 Greenbay Ave, Lansing (single family home)
- 156 Serena, Chicago Heights (single family home) - sold to owner occupant
- 1300 Wilson, Chicago Heights (single family home) - sold to investor
- 3115 178th St, Lansing (single family home) -
- 19561 Lakeshore Dr #3, Lynwood (condo) - sold to investor
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Commercial and Vacant Land (sold)

- 15028 Dorchester, Dolton (4 unit apartment building) – sold
- 14753 Greenwood, Dolton (commercial) – transferred to new business buyer
- 16958 Trapet Hazel Crest (vacant residential lot) – sold as side lot to neighbor
- 225 Allegheny, Park Forest (vacant lot – sold to the Village of Park Forest for redevelopment)
- 262 Allegheny, Park Forest (vacant lot – sold to the Village of Park Forest for redevelopment)
- Oak Forest Gateway lot (TOD - sold for a Starbucks/ATI)
- 1323 Sibley, Dolton (vacant commercial lot sold to developer for a new Taco Bell)
- Jovanna vacant industrial land, Hazel Crest
- Cicero Ave Old Ace Hardware, Oak Forest - sold to developer
- 1917 W 170th, Hazel Crest (vacant lot - TOD) – sold to Village of Hazel Crest
- 1921 170th St, Hazel Crest (commercial TOD) - sold to Village of Hazel Crest
- 146th & Harvard, Dolton (single family lot – wooded) – sold to townhome developer
- 146th & Harvard, Dolton (single family lot – wooded) – sold to townhome developer
- 146th & Harvard, Dolton (single family lot – wooded) – sold to townhome developer
- 146th & Harvard, Dolton (single family lot – wooded) – sold to townhome developer
- 1822 170th St, Hazel Crest (commercial TOD) - sold to developer for daycare center
- 14933 Evans, Dolton (extra lot) - sold to developer
- 21104 Kildare, Matteson (former motel) - sold to Orthodontist for new office construction
- 14076 Lincoln, Dolton (commercial – redevelopment) – leased to non profit
- 31 W 34th St, Steger (4 unit mixed use) - sold to developer for business and training facility
- 2825 W 127th Blue Island (commercial) - sold to new business owner
- 20730 Village Common, Matteson Vacant land - Bought for and transferred to the Village of Matteson
- 3601-3699 W 183rd St, Hazel Crest (30,000 Sq ft occupied office complex)
- 5940 159th St, Oak Forest (church leased - redevelopment) - transferred to Oak Forest
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INTERGOVERNMENTAL CONTRACT AND BY-LAWS

AN AGREEMENT TO ESTABLISH THE SOUTH SUBURBAN LAND BANK AND DEVELOPMENT AUTHORITY

This Intergovernmental Contract and By-Laws Agreement is entered this the _____ day of _____ 2016 by and among the undersigned (each a "Community" and collectively the "Communities"), for the purpose of creating and establishing an intergovernmental entity to administer and operate a land bank in south suburban Cook and Will Counties (the "Counties"). The land bank will be a separate entity whose purpose will be to administer and carry out the objectives of this Agreement, in accordance with the terms of this Agreement, as written or amended in accordance with its terms. This Agreement is made pursuant to Article VII, Section 10 of the Illinois Constitution of 1970 (the "Constitution") and the Illinois Intergovernmental Cooperation Act (5 ILCS 220/1 *et seq.*) (the "Act") and has been authorized by the corporate authorities of each Community.

WHEREAS, in recent years a substantial number of properties in the Communities throughout the Counties have become vacant, dilapidated, and non-revenue generating; and

WHEREAS, these properties contain numerous violations of health and safety ordinances, contribute to the blight and deterioration of the Communities, and impose a significant economic burden upon the Communities; and

WHEREAS, there exists within the Communities the need for (i) the creation of safe, decent housing for existing and future residents, (ii) the return of abandoned properties to productive use including, but not limited to, the payment of tax revenues, (iii) opportunities for the revitalization of deteriorating residential, retail, industrial and commercial neighborhoods, and (iv) available properties for use as public parks, green spaces, water retention and other public purposes; and

WHEREAS, the Communities desire to enter into this cooperation agreement to create an intergovernmental entity as an independent land banking authority in order to address most efficiently and effectively these needs within the Communities; and

WHEREAS, the Communities may wish to exercise powers through an agreement with a Community or Communities, likely with home rule powers, which will be referred to as a "Host Community;" and

WHEREAS, the Communities agree that the establishment of such an authority would be beneficial to the people and government of the Communities;

NOW, THEREFORE, the Communities agree to the following terms in accordance with the authority set forth in the Illinois Constitution and laws of the State of Illinois:

ARTICLE I **AUTHORITY**

Section 1.01. Authority. This Agreement is entered into pursuant to the authority set forth in Article VII, Section 10 of the Illinois Constitution and the laws of the State of Illinois set forth in 5 ILCS 220/1 *et seq.*, and the authority granted to governments by Constitutional and statutory powers.

ARTICLE II **PURPOSE**

Section 2.01. Purpose. Pursuant to and in accordance with this Agreement, the Communities shall jointly form and operate a land banking authority, named South Suburban Land Bank and Development Authority (the “Authority”), to foster the public purpose of combating community deterioration by returning property to productive use in order to provide open space, housing, industry, and employment for citizens of the Communities.

Section 2.02. Duties. In carrying out its purpose, the Authority shall, in accordance with applicable laws, codes, policies and procedures approved by the Authority Board and otherwise without limitation, manage and dispose of certain real and personal property and perform other functions, services, and responsibilities as may be assigned to the Authority by its Communities.

ARTICLE III **CREATION OF THE AUTHORITY**

Section 3.01. Creation and Legal Status of the Authority. The Communities agree to cause the creation of the Authority as an intergovernmental entity to implement the functions, services, and responsibilities contemplated by this Agreement.

Section 3.02. Title to Authority Assets. Except as otherwise provided in this Agreement, the Authority shall have exclusive title to all real property transferred to, purchased by, or otherwise obtained by the Authority. No Community, other than a Host Community, shall have an ownership interest in Authority property.

Section 3.03. Compliance with Law. The Authority shall comply with all applicable federal and State laws, rules, regulations, and orders.

Section 3.04. Relationship of Communities. The Communities agree that no Community shall be responsible or liable, in whole or in part, for the acts of the Authority, or the employees, agents, and servants of the Authority, or any other Community acting separately or in conjunction with the implementation of this Agreement. The Communities shall only be bound and obligated under this Agreement as expressly agreed to by each Community. No Community may obligate any other Community.

Section 3.05. No Third-Party Beneficiaries. Except as otherwise specifically provided, this Agreement does not create in any person or entity other than a Community any direct or indirect benefit, obligation, duty, promise, right to be indemnified, right to be subrogated to any Community's rights under this Agreement, and/or any other right or benefit.

ARTICLE IV **POWERS OF THE AUTHORITY**

Section 4.01. Powers of the Authority. The Communities hereby confer upon the Authority, to the full extent of the constitutional and statutory authority of the Communities, the authority to do all things necessary or convenient to implement the purposes, objectives, and provisions of this Agreement, and take all related actions. Among other powers, the Authority shall exercise, combine, and enjoy the authority of its home rule Communities to:

- (a) Accept conveyances of real and personal property from the Counties, the Communities, any other governmental unit, and from private third parties;
- (b) Hold in its name for the benefit of the Authority, all properties transferred or conveyed to it by the Communities, all tax delinquent properties acquired by it pursuant to this Agreement, and all properties otherwise acquired;
- (c) Extinguish past due tax liens from property foreclosed upon by the Communities in their tax collection capacities, to the extent permitted by law;
- (d) Sue and be sued in its own name, including, defending the actions of the Authority;
- (e) Borrow money and issue notes through the Authority or a Host Community;
- (f) Enter into contracts and other instruments in any capacity, necessary, incidental, or convenient to the performance of the Authority's duties and the exercise of its powers, including, but not limited to, agreements with Communities regarding the disposition of Authority properties located within their respective municipal boundaries;
- (g) Solicit and accept gifts, grants, labor, loans, and other aid from any person or entity, or the federal government, the State of Illinois, or a political subdivision of the State of Illinois, or any agency of the federal government;
- (h) Procure insurance or another method to reduce loss in connection with the property, assets, or activities of the Authority;
- (i) Invest money of the Authority, in instruments, obligations, securities, or property which are permitted investments of a unit of local government or a Host Community;
- (j) Employ legal and technical experts, other officers, agents, or employees, to be paid from the funds of the Authority. The Authority shall determine the qualifications, duties, and compensation of those it employs. The Board of Directors of the Authority

may delegate to one or more Communities, officers, agents, or employees any powers or duties it considers proper;

- (k) Contract for goods and services and engage personnel as necessary, to be paid from the funds of the Authority;
- (l) Study, develop, and prepare any reports or plans the Authority considers necessary to assist it in the exercise of its powers under this Agreement and to monitor and evaluate the progress of the Authority under this Agreement;
- (m) Enter into contracts for the demolition of, the maintenance, management, and improvement of, the collection of rent from, or the sale of real property held by the Authority; and
- (n) Do all other things necessary or convenient to achieve the objectives and purposes of the Authority or other laws that relate to the purposes and responsibilities of the Authority.

Section 4.02. Limitation on Political Activities. The Authority shall not spend any public funds on political activities.

Section 4.03. Non-Discrimination. The Authority shall comply with all applicable laws prohibiting discrimination. The Authority shall not fail or refuse to hire, recruit, or promote; demote; discharge; or otherwise discriminate against a person with respect to employment, compensation, or a term, condition, or privilege of employment because of religion, race, color, national origin, age, sex, sexual orientation, height, weight, marital status, partisan considerations, disability, or genetic information that is unrelated to the person's ability to perform the duties of a particular job or position. The Authority shall not provide services in a manner that discriminates against a person with respect to employment, compensation, or a term, condition, or privilege of employment because of religion, race, color, national origin, age, sex, sexual orientation, height, weight, marital status, partisan considerations, disability, or genetic information that is unrelated to the person's ability to receive services from the Authority.

ARTICLE V

BOARD OF DIRECTORS

Section 5.01. Authority Board Composition. The Authority shall be governed by the Board of Directors (the "Board"), which shall be comprised of three (3) categories of directors:

A. Local Government Directors.

Each Community shall appoint by resolution of its governing body a local representative to serve for a three-year term as a Director of the Authority. The local representative shall be either: (i) the mayor or village president, (ii) a member of the city council or village board, (iii) the city manager or administrator, or (iv) other

city/village staff person. The Executive Director of the South Suburban Mayors and Managers Association (SSMMA) will serve as a Local Government Director on the Authority Board for a period of two years from the effective date of this Agreement. Local Government Directors serve until a successor is appointed.

A Local Government Director may assign his/her voting powers to the Community's mayor/president or city manager/administrator for one or more meetings. The temporary assignment must be in written form, identify the duration of the assignment, contain an original signature of the Local Government Director, and be presented to the Chairperson of the Board of Directors prior to the effective date of the assignment.

- B. Expert Directors. The Local Government Directors shall appoint up to five (5) directors who have experience in fields related to the objectives and functions of the Authority, including real estate development, community development, economic development, finance, urban planning, affordable housing, or other related areas. In no event shall the number of Expert Directors exceed the number of local government directors minus one (1). Expert Directors shall serve for a term of two years and shall serve until a successor is appointed.
- C. Ex Officio Directors. The Board of Directors may from time to time appoint non-voting *Ex Officio* Directors. *Ex Officio* Directors shall serve until replaced by act of the Board of Directors.

Section 5.02. Removal. A member of the Authority Board appointed under Section 5.01 may be removed for any reason deemed in the best interests of the Authority by action of the Board of Directors.

Section 5.03. Vacancies. Any vacancy among the Board caused by death, resignation, disqualification, or removal shall be filled as soon as practicable. The vacancy shall be filled for the remainder of the unexpired term in the same manner as the original appointment.

Section 5.04. Election and Duties of Officers. A Chairperson, Vice-Chairperson, and Secretary/Treasurer (collectively "Officers") shall be elected from the pool of Local Government Directors, by a majority vote of the Board of Directors, to serve two year terms.

- A. Chairperson. The Chairperson shall be the principal executive officer of the Authority and shall preside at all meetings of the Board of Directors. Subject to any policies adopted by the Board of Directors, the Chairperson shall have the right to supervise and direct the management and operation of the Authority and to make all decisions as to policy and otherwise which may arise between meetings of the Board of Directors, and the other officers and employees of the Authority shall be under the Chairperson's supervision and control during such interim. The Chairperson shall give, or cause to be given, notice of all meetings of the Board of Directors. The Chairperson's duties shall include execution of all deeds, leases, and contracts of the Authority authorized by the Board. The Chairperson shall perform such other duties and have such other authority and powers as the Board of Directors may from time to time prescribe.

- B. Vice-Chairperson. The Vice-Chairperson, shall, in the absence or disability of the Chairperson, perform the duties and have the authority and exercise the powers of the Chairperson. The Vice Chairperson shall perform such other duties and have such other authority and powers as the Board of Directors may from time to time prescribe or as the Chairperson may from time to time delegate.
- C. Secretary/Treasurer. The Secretary/Treasurer shall be responsible for all of the following tasks:
1. The Secretary/Treasurer shall take, keep, and file the minutes of all meetings. The Secretary/Treasurer shall assure that all votes, actions and the minutes of all Board meetings are recorded and shall perform like duties for the Executive and other committees when required.
 2. The Secretary/Treasurer shall be responsible financial oversight of the Authority. The Secretary/Treasurer shall ensure the Authority has the custody of the Authority funds and securities and shall ensure that the Authority keeps full and accurate accounts of receipts and disbursements of the Authority, and shall ensure that all the deposit of monies and other valuables are in the name and to the credit of the Authority into depositories designated by the Board of Directors.
 3. The Secretary/Treasurer shall ensure the disbursement of funds of the Authority as ordered by the Board of Directors, and that financial statements are prepared each month or at such other intervals as the Board of Directors shall direct.
 4. The Secretary/Treasurer shall be under the supervision of the Chairperson. The Secretary/Treasurer shall perform such other duties and have such other authority and powers as the Board of Directors may from time to time prescribe or as the Chairperson may from time to time delegate.

Section 5.05. Meetings. The Authority Board shall meet at least annually. The place, date, and time of the Authority Board's meetings shall be determined at the discretion of the Authority Board in accordance with all applicable Illinois laws. The Authority Board may meet at any time and at any frequency that is consistent with Illinois law. Meetings may be called by the Chairperson or any two voting members of the Authority Board. To the extent it applies, meetings shall be held in compliance with the Illinois Open Meetings Act, 5 ILCS 120/1 *et seq.* ("Open Meetings Act").

Section 5.06. Quorum and Voting. A quorum shall be necessary for the transaction of any business by the Authority Board. A majority of the Authority Board, which shall include a majority of Local Government Directors appointed and serving, shall constitute a quorum for the transaction of business. The Authority Board shall act by a majority vote at a meeting at which a quorum is present provided that such majority includes a majority of Local Government Directors appointed and serving, except as otherwise provided in this Agreement. The Board can permit electronic or remote attendance in accordance with the Open Meetings Act.

Section 5.07. Records of Meetings. Minutes shall be transcribed at all meetings, approved by the Authority Board, and maintained by the Authority.

Section 5.08. Executive Committee. The Authority Board may choose Directors to serve on an Executive Committee. The Executive Committee shall include the officers of the Authority. In addition, *Ex Officio* Directors may be chosen to serve as non-voting members of the Executive Committee. The Executive Committee shall exercise such powers and responsibilities as are granted it in the motion creating the Committee, and in later amendments to the motion.

Section 5.09. Other Committees. The Board of Directors may provide for such other committees consisting in whole or in part of persons who are not directors of the Authority, as it deems necessary or desirable, and discontinue any such committee at its pleasure. To the extent allowed by this Agreement, each such committee shall have such powers and perform such specific duties or functions prescribed to it by the Authority Board.

Section 5.10. Fiduciary Duty. The members of the Authority Board have a fiduciary duty to conduct the activities and affairs of the Authority in the Authority's best interests. The members of the Authority Board shall discharge their duties in good faith and with the care an ordinarily prudent individual would exercise under similar circumstances.

Section 5.11. Compensation. The members of the Authority Board shall receive no compensation for the performance of their duties. The Authority may reimburse members of the Authority Board for actual and necessary expenses incurred in the discharge of their official duties.

Section 5.12. Conflict of Interest. No member of the Authority Board shall vote on any matter in which such Director or any parent, spouse, child, partner, employer, client or similar business or personal relationship or entity has an interest in any property or business that would be affected by such action. Directors shall annually disclose all known conflicts of interest. In the event that a Director abstains from a specific vote due to a conflict of interest, the conflict shall be identified in the Board's meeting minutes.

ARTICLE VI

PROVISIONS FOR STAFFING AND RETENTION OF OUTSIDE SERVICES

Section 6.01. Employment and Compensation of Staff. The Authority shall directly employ, through contract or otherwise, any staff deemed necessary to carry out the duties and responsibilities of the Authority. In the event that the Authority employs any individual, by contract or otherwise, the Authority Board shall have the authority to set the terms and conditions of employment, including benefits and compensation. The Authority, its Board and Executive Committee may also retain independent contractors.

ARTICLE VII

PROPERTY ACQUISITION, MANAGEMENT, AND DISPOSITION

Section 7.01. Acquisition of Property. Except as otherwise provided in this Agreement, the Authority may exercise the powers of an Illinois intergovernmental entity and the powers of its non-home rule or of its home rule Communities to acquire by gift, devise, transfer, exchange, foreclosure, purchase, or any other means real or personal property or rights or interests in real or personal property on terms and conditions and in a manner the Authority considers proper or necessary to carry out the purposes of this Agreement. Real property acquired by the Authority by purchase may be made by purchase contract, lease purchase agreement, installment sales contract, land contract, donative transfer, grant, or otherwise.

Section 7.02. Execution of Legal Documents Relating to Property. All deeds, mortgages, contracts, leases, purchases, or other agreements regarding property of the Authority, including agreements to acquire or dispose of real property, shall be approved by and executed in the name of the Authority or a Host Community in accordance with policies and procedures that are approved by the Authority Board.

Section 7.03. Holding and Managing Property. The Authority may exercise the authority of its home rule Communities to hold and own in its own name any property acquired by the Authority or otherwise transferred or conveyed to the Authority by the State, a foreclosing government unit, a local government unit, an intergovernmental entity, or any other public or private person. The Authority may control, hold, manage, maintain, operate, repair, lease, convey, demolish, relocate, rehabilitate, or take all other actions necessary to preserve the value of the property it holds or owns.

Section 7.04. Transfer of Interests in Property. The Authority may exercise the authority of its home rule Communities to convey, sell, transfer, exchange, lease, or otherwise dispose of property or rights or interests in property in which the Authority holds a legal interest to any public or private person or entity for any amount of consideration the Authority considers proper and fair.

ARTICLE VIII

BORROWING, CHECKS, DEPOSITS AND FUNDS

Section 8.01. Bonding and Borrowing. Any borrowing of money or notes by the Authority shall be approved by the Board of Directors.

Section 8.02. Checks, Drafts, Notes, Etc. All checks, drafts or other orders for the payment of money, notes or other evidences of indebtedness issued in the name of the Authority shall be signed by such officer or officers, agent or agents, of the Authority and in such other manner as may from time to time be determined by resolution of the Board of Directors. In the absence of such determination by the Board of Directors, such instruments shall be signed by the Secretary/Treasurer and countersigned by the Chairperson or the Vice-Chairperson of the Authority. The Board of Directors shall require all individuals who handle funds of the Authority to qualify for a security bond to be obtained by the Authority, at the expense of the Authority, in an amount not less than \$100,000.00.

Section 8.03. Deposits. All funds of the Authority shall be deposited from time to time to the credit of the Authority in such banks, trust companies or other depositories as the Board of Directors may select.

Section 8.04. Gifts. The Authority may acquire by gift, bequest, or devise any real or personal property or interests in real or personal property for the general purposes or for any special purpose of the Authority on terms and conditions and in a manner the Board of Directors considers appropriate.

ARTICLE IX

BOOKS, RECORDS, AND FINANCES

Section 9.01. Authority Records. The Authority shall keep and maintain at its principal office, all documents and records of the Authority, which shall be available to the Communities upon request. The records shall include, but not be limited to, a copy of this Agreement along with any amendments to the Agreement. The records and documents shall be maintained until the termination of this Agreement and shall be delivered to any successor entity.

Section 9.02. Annual Reports. Not less than annually, the Authority shall file with the Communities a report detailing the activities of the Authority, the total income and expenses of the Authority, an inventory of real property held by the Authority, and a list of employees of the Authority. The Authority shall provide any additional information as may be reasonably requested by the Communities.

Section 9.03. Freedom of Information Act. To the extent that the Illinois Freedom of Information Act (FOIA), 5 ILCS 140/1 *et seq.*, applies to the Authority, the Secretary shall be the designated FOIA officer for all requests.

Section 9.04. Establishment of Budget and Annual Contribution. The Authority Board shall establish the Authority's budget annually and submit this budget to the Communities for each Fiscal Year. The Budget may be amended by action of the Board. The Budget may provide for requested annual contributions, if any, from the Communities, which shall be based on a formula equally applied.

Section 9.05. Financing. The Communities may, but shall not be obligated to, grant or loan funds to the Authority for operations of the Authority. The Communities may, but shall not be obligated to, enter into separate agreements with the Authority for the performance of services, functions and responsibilities.

Section 9.06. Deposits and Investments. The Authority shall deposit and invest funds of the Authority, not otherwise employed in carrying out the purposes of the Authority, in accordance with an investment policy established by the Authority Board.

Section 9.07. Disbursements. Disbursements of funds shall be in accordance with guidelines established by the Authority Board.

Section 9.08. Financial Statements and Reports. The Authority shall annually have an audit prepared. Such financial statements shall be prepared in accordance with generally accepted accounting principles and accompanied by a written opinion of an independent certified public accounting firm.

Section 9.09. Fiscal Year. The fiscal year of the Authority shall begin on January 1 of each year and end on the following December 31.

ARTICLE X

INDEMNITY AND INSURANCE

Section 10.01. General. Notwithstanding any provision in this Agreement to the contrary, individuals who serve as Directors, officers, employees and agents shall have all rights of indemnification and defense provided under law.

Section 10.02. Third Party Actions. The Authority shall hold harmless, defend and indemnify any person or Community, including South Suburban Mayors and Managers Association, who was or is a party, or is threatened to be made a party to any threatened, pending or completed action, suit or proceeding, whether civil, criminal, administrative or investigative (other than an action by or in the right of the Authority) by reason of the fact that he, she or it is or was a Director, officer, member, employee or agent of the Authority, or who is or was serving at the request of the Authority as a Director, officer, agent of another Authority, partnership, joint venture, trust or other enterprise, against any amounts paid in settlement actually and reasonably incurred by him in connection with such action, suit or proceeding, if such person acted in good faith and in a manner he reasonably believed to be in, or not opposed to, the best interests of the Authority, and, with respect to any criminal action or proceeding, had no reasonable cause to believe his or her conduct was unlawful. The termination of any action, suit or proceeding by judgment, order, settlement, conviction, or upon a plea of *nolo contendere* or its equivalent, shall not, of itself, create a presumption that the person did not act in good faith and in a manner which he or she reasonably believed to be in, or not opposed to, the best interests of the Authority, with respect to any criminal action or proceeding, that the person had reasonable cause to believe that his or her conduct was unlawful.

Section 10.03. Insurance. The Authority may purchase and maintain insurance on behalf of any person who is or was a Director, officer, employee or agent of the Authority, or who is or was serving at the request of the Authority as a Director, officer, employee or agent of another Authority, partnership, joint venture, trust or other enterprise, against any liability asserted against him/her and incurred by him/her in any such capacity, or arising out of his or her status as such.

Section 10.04. No Waiver of Governmental Immunity. The Communities agree that no provision of the Agreement is intended, nor shall it be construed, as a waiver by any Community of any governmental immunity provided under any applicable law.

ARTICLE XI

COMMENCEMENT ADDITIONAL COMMUNITIES AND WITHDRAWALS

Section 11.01. Commencement. The Authority shall commence its existence as an intergovernmental entity when three (3) or more of the Communities, whose names are set forth on Exhibit "A," attached to and made a part of this Agreement have, by acts of their Corporate Authorities, approved this Intergovernmental Contract and By-Laws document, or the Board of Directors of an intergovernmental entity, with at least three (3) of the Communities set forth on Exhibit "A," have validly amended their prior intergovernmental agreement to adopt as a substitute these provisions. Once in existence, the initial term of the Authority shall be for the remainder of that portion of the fiscal year to come, which shall end December 31st.

Section 11.02. Additional Communities. The Board of Directors may admit Communities as members of the Authority upon a concurrence of at least two-thirds (2/3) of the Local Government Directors and also at least two-thirds (2/3) of the entire voting members of the Board of Directors in each case appointed and serving. The Community may be admitted to membership under whatever terms and conditions the Board of Directors shall establish, but such new Communities shall be subject to at least the minimum requirements, which apply to all other Communities. By a unanimous vote of the Board of Directors, the power to admit new Communities may be assigned to the Executive Committee under whatever terms and conditions are included within the authorizing motion. Additional "Communities" shall be limited to units local government in the State of Illinois.

Section 11.03. Withdrawal as a Party. Any Community to this Agreement shall have the right to withdraw as a party to this Agreement, and thereby terminate its participation in the Authority at the expiration of the first term and thereafter at any subsequent one-year term by giving sixty (60) calendar days advance written notice to all other parties to this Agreement. Upon the effective withdrawal of any Community to this Agreement, the Community so withdrawing will forfeit any and all rights to whatever funds or other assets the Community has contributed to the Authority. To the extent that any withdrawing Community incurs an obligation to the Authority prior to withdrawal, said Community shall remain legally and financially responsible for that obligation after withdrawal.

Section 11.04. Expulsion of Communities. By the concurring vote of at least two-thirds (2/3) of the Local Government Directors and also at least two-thirds (2/3) of the entire voting members of the Board of Directors, in each case appointed and serving, any Community may be expelled. Such expulsion may be carried out for one or more of the following reasons: (a) Failure to make payments due to the Authority; (b) Failure to transfer property to the Authority which it had previously agreed in writing to do; (c) Failure to maintain or clear property, prior to transfer to the Authority or at any time for which it had made a written pledge to carry out such activities; (d) Failure to carry out any obligation of a Community which impairs the ability of the Authority to carry out its purpose or powers. No Community may be expelled except after notice from the Chairman of the alleged failure, along with a reasonable opportunity of not less than thirty (30) days to cure the alleged failure. The Community may request a hearing before the Board of Directors before any decision is made as to whether the expulsion shall take place. The Board shall set the date for hearing which shall not be less than fifteen (15) days after the expiration of the time to cure has passed. The decision by the Board to expel a Community after notice and hearing and a failure to cure the alleged defect shall be final in the absence of fraud or a gross abuse of discretion. The Board of Directors shall select the date at which the expulsion of the

Community shall be effective. If the motion to expel the Community, made by the Board of Directors or a subsequent motion does not state the time at which the expulsion shall take place, such expulsion shall take place thirty (30) days after the date of the vote of the Board of Directors expelling the Communities. A motion to expel a Community for the reasons set forth in Subsection (a) or Subsection (d) or more than one failure to cure may be made and be effective immediately after the vote of the Board of Directors expelling the Community. After expulsion, the former Community shall continue to be fully obligated for its portion of any payments due to the Authority or other obligations which were created during the time of its membership.

ARTICLE XII

AMENDMENTS TO AGREEMENT

Section 12.01. Amendments. Any amendments to this Agreement shall be in writing and shall have a concurrence of at least two-thirds (2/3) of the Local Governmental Directors and also two-thirds (2/3) of the entire voting Members of the Board of Directors, in each case appointed and serving.

ARTICLE XIII

DURATION, TERMINATION AND DISSOLUTION OF AGREEMENT

Section 13.01. Duration of Agreement. Except for the initial period of the Authority's existence, which extends until the beginning of the first complete fiscal year on January 1st, this Agreement shall remain in full force and effect for periods of one (1) fiscal year. At the beginning of each fiscal year, the Agreement shall be renewed automatically unless terminated in accordance with the provisions of this Agreement.

Section 13.02. Decision to Dissolve. A decision to dissolve the Authority and to distribute the Authority's assets in a particular manner in accordance with this Agreement shall require a concurring vote of at least two-thirds (2/3) of the Local Government Directors and also at least two-thirds (2/3) of the entire voting members of the Board of Directors, in each case appointed and serving, and provided that written notice of such meeting has included a full description of the plan of dissolution.

Section 13.03. Dissolution and Distribution of Assets. In the event this Agreement is terminated, the Authority shall dissolve and conclude its affairs, first paying all of the Authorities' debts, liabilities, and obligations to its creditors and then paying any expenses incurred in connection with the termination of the Authority. If any assets remain, they shall be distributed to any successor entity, subject to a concurring vote of at least two-thirds (2/3) of the Local Government Directors and also at least two-thirds (2/3) of the entire voting members of the Board of Directors in each case appointing and serving. In the event that no successor entity exists, the remaining assets shall be distributed to the Communities or in a manner as otherwise agreed upon by them.

ARTICLE XIV

MISCELLANEOUS

Section 14.01. Notices. Any and all correspondence or notices required, permitted, or provided for under this Agreement to be delivered to any Community shall be sent to that Community by

first-class mail. All correspondence shall be considered delivered to a Community as of the date that such notice is deposited with sufficient postage with the United States Postal Service. Any notice of withdrawal shall be sent via certified mail. Correspondence or notices shall be sent to the persons and addresses indicated below or to such other addresses as a Community shall notify the other Communities of in writing pursuant to the provisions of this section:

If to the Village of Park Forest:

Village Manager
Village of Park Forest
350 Victory Drive
Park Forest, Illinois 60466

If to the City of Oak Forest:

If to the City of Blue Island:

If to the Village of Richton Park:

If to the Village of Sauk Village:

If to the Village of Midlothian:

If to the Village of Hazel Crest:

If to the Village of Phoenix:

If to the Village of Summit:

If to the City of Kankakee:

If to the City of Joliet:

If to the Village of Steger:

If to the City of Chicago Heights:

If to the Village of Ford Heights:

If to the Village of Robbins:

If to the Village of Olympia Fields:

If to the Village of Homewood:

If to the Village of University Park:

If to the Village of Lansing:

If to the Village of Matteson:

If to the Village of Lynwood:

If to the Village of Crete:

Section 14.02. Entire Agreement. This Agreement sets forth the entire agreement between the Communities and supersedes any and all prior agreements or understandings between them in any way related to the subject matter of this Agreement. The terms and conditions of this Agreement are contractual.

Section 14.03. Interpretation of Agreement. All powers granted to the Authority under this Agreement shall be interpreted broadly to effectuate the intent and purposes of the Agreement and not to serve as a limitation of powers. The language of all parts of this Agreement shall in all cases be construed as a whole according to its plain and fair meaning and not construed strictly for or against any Community.

Section 14.04. Severability of Provisions. The invalidity of any clause, sentence, paragraph, subdivision, section, or portion thereof, shall not affect the validity of the remaining provisions of this Agreement.

Section 14.05. Governing Law. This Agreement is made and entered into in the State of Illinois and shall in all respects be interpreted, enforced, and governed under the laws of the State of Illinois without regard to the doctrines of conflict of laws. Jurisdiction and agreed upon venue shall be in the Circuit Court of Cook County.

Section 14.06. Captions and Headings. The captions, headings, and titles in this Agreement are intended for the convenience of the reader and are not intended to have any substantive meaning or to be interpreted as part of this Agreement.

Section 14.07. Terminology. All terms and words used in this Agreement, regardless of the number, are deemed to include any other number as the context may require.

Section 14.08. Effective Date. This Agreement shall become effective as of the date of approval below.

Section 14.09. Binding Authority. The individuals executing this Agreement on behalf of the Communities represent that they have the legal power, right, and actual authority to bind their respective Community to the terms and conditions of this Agreement.

Section 14.10. Counterparts. This Agreement may be executed in counterparts, each of which shall be considered an original and together shall be one and the same Agreement.

[REMAINDER LEFT BLANK]

This Intergovernmental Contract and By-Laws Agreement was Approved by the Corporate
Authorities of the _____ of _____ on the _____ day of
_____, 20____.

Mayor/President

Attest

EXHIBIT A

LIST OF COMMUNITIES

Village of Park Forest, Illinois

City of Oak Forest, Illinois

City of Blue Island, Illinois

Village of Richton Park, Illinois

Village of Sauk Village, Illinois

Village of Midlothian, Illinois

Village of Hazel Crest, Illinois

Village of Phoenix, Illinois

Village of Summit

Village of Dolton

City of Joliet

Village of Steger

City of Chicago Heights

Village of Ford Heights

Village of Robbins

Village of Olympia Fields

Village of Homewood

Village of Lansing

Village of University Park

Village of Matteson

Village of Lynwood

City of Kankakee

Village of Crete

**A RESOLUTION
TO APPOINT A LOCAL GOVERNMENT DIRECTOR
TO THE SOUTH SUBURBAN LAND BANK AND DEVELOPMENT AUTHORITY**

WHEREAS, on insert month and date, 2017, the [City Council /Village Board] of _____ approved an Intergovernmental Agreement to establish the South Suburban Land Bank and Development Authority [hereafter the "Authority"], a copy of which is attached hereto and incorporated herein; and

WHEREAS, Section 5.01 of the Intergovernmental Agreement requires each Community to appoint a local representative to serve as a Local Government Director of the Authority; and

WHEREAS, said Local Government Director will represent insert name of municipality in exercising the responsibilities of the Authority Board as set forth in the Intergovernmental Agreement;

NOW, THEREFORE, BE IT RESOLVED BY THE [CITY COUNCIL/VILLAGE BOARD] OF THE [CITY/VILLAGE] OF _____, ILLINOIS, as follows:

Section One. The foregoing recitals are hereby declared to be the findings of the [Mayor/Village President] and [City Council/Village Board].

Section Two. In accordance with the requirements of Section 5.01 of the Intergovernmental Agreement, [the City Council/Village Board or the Mayor/Village President, with the advice and consent of the City Council/Village Board], does hereby appoint insert name and title to serve as a Local Government Director of the South Suburban Land Bank and Development Authority.

Section Three. This Resolution shall be in full force and effect from and after its passage, approval and publication in pamphlet form as provided by law.

APPROVED AND ADOPTED this ____ day of _____,
20____.

[Mayor/Village President] of the [City/Village] of _____, County of Cook and State of Illinois.

Attest:

[insert name], [City/Village] Clerk



Interoffice Memo

Date: August 28, 2018

To: David Niemeyer, Village Manager

Cc: Paula Wallrich, Community Development Director

From: Patrick Hoban, Economic Development Manager

Subject: Request for Full-Time Business Retention Specialist

Background:

Due to the recent Business Retention Specialist vacancy, staff is reevaluating the long-term needs of the department. Business Retention and Expansion (BRE) is the number one economic development activity a community can execute. Approximately 80% of new investment comes from existing businesses. Currently, the Business Retention Specialist is a part-time position. Economic development has many other focuses outside of BRE, and the Business Retention Specialist is often asked to perform other duties as assigned (event planning, research & site selection).

Request:

Staff requests reclassifying the part-time Business Retention Specialist position to a full-time Business Retention Specialist. The budget has \$66,687 budgeted for the Business Retention Specialist (including benefits). Human Resources provided a salary range for a full-time Business Retention Specialist as \$54,330 to \$75,962. Benefit costs may range from \$39,475 to \$44,033, leaving a possible budget shortfall from \$27,118 to \$53,308.

Additional duties:

- Event Planning – Assist in planning economic forums (Annual Business Breakfast, Auto Dealer Roundtable, Bankers Breakfast, and Downtown Retailer Luncheon).
- Site Selection – Maintain Village's site selection database.
- Research – Conduct economic development best practice research projects as assigned. In addition, collaborate with the Planning Department on projects that impact economic development.

Benefits:

- Increased Applicants – Converting the part-time Business Retention Specialist position into a full-time position will attract a larger pool of candidates.
- Succession Planning – More duties assigned to one position instead of split between two will train an employee for career development toward the Manager position.
- Employee Retention – Full-time pay and benefits may reduce turnover allowing for a consistent presence with the businesses community.

Staff Recommendation:

Reclassify the part-time Business Retention Specialist to full-time Business Retention Specialist.

Economic Development - Business Retention Specialist		Expenditures as of		
	Budget Line	Budget	8/18/18	Budget Remaining
Part Time Help - Pensionable	01-33-320-71125	55,000.00	15,581.02	39,418.98
FICA/MED (related to PT)	01-33-320-72480	4,207.50	604.08	3,603.42
IMRF (related to PT)	01-33-320-72485	7,480.00	1,059.70	6,420.30
		66,687.50	17,244.80	49,442.70

New Employee FT	Based on 7 Months-Low	High
Salary	32,083.00	44,333.33
FICA	2,454.35	3,391.50
IMRF	4,363.29	6,029.33
Health Ins	15,155.00	15,155.00
Total FY19 Expenditures	54,055.64	68,909.17

Shortfall in FY19 Budget (4,612.94) (19,466.47)

****Assumes Freezing Intern Position and PT Business Retention Specialist Position
Full Time Hire after October 1 with a range from \$55,000 to \$76,000**

POSITION DESCRIPTION

Position Title: Business Retention & Expansion Specialist
Department: Community Development
Direct Report: Economic Development Manager

Position Summary:

This full-time position is responsible for professional and administrative work assisting the Economic Development Manager with all business retention efforts of the Village, Economic Development analysis, and general Community Development research. Position involves interviewing local businesses, developing positive professional relationships with existing businesses, the Chambers of Commerce, economic development and planning staff, and business development agencies.

Duties and Responsibilities:

- Actively market the Village for new business investment, including but not limited to, assisting in the preparation and maintenance of accurate and up-to-date information on utilities, taxes, available sites, available buildings, transportation, community services, financing tools, and other pertinent information crucial for business development.
- Actively work on business retention programs and activities with economic development, planning, marketing, and administration officials in both the public and private sectors of the region; coordinate efforts with other economic development programs in the region.
- Maintain regular communications with existing businesses in Tinley Park; serve as an advocate for Village businesses to enable them to thrive within the community.
- Work with the Economic & Commercial Commission, Chamber of Commerce, and other organizations promoting development in downtown Tinley Park through business retention efforts.
- Conduct research for projects relating to economic development, planning, marketing, finance, real estate, business retention, and administration; Gather data and assist in preparing economic development reports.
- Promote economic development throughout the Village of Tinley Park by regularly meeting with and following up with business owners, both current and potential; Represent the Village of Tinley Park at economic development meetings and events
- Serve as the Village liaison to small business owners, residents, real estate brokers, developers, landowners, prospective businesses, retailers, and non-profit organizations.
- Develop marketing and promotional programs for the Economic Development Division, including maintaining the Economic Development section of the Village's website, provide photography services and working with the Marketing Department to develop content for social media.
- Assists in the planning and hosting of economic development forums (Annual Business



Interoffice Memo

Date: August 23, 2018
To: Economic Development and Marketing Committee
From: Donna Framke, Marketing Director
Subject: New High Notes brochure and proposed Oak Park Avenue Playbook advertising plan

High Notes: The Best of Tinley Park brochure

Item #14 of the Branding Action Plan is the production and distribution of the "Very Best of Tinley Park" brochure. The action item calls for identifying the attractions and businesses in Tinley Park that meet key criteria including hours and days of the week that they are open, curb appeal, being organic to Tinley Park and highly regarded by someone other than themselves (e.g., positive reviews on sites such as Yelp, Google and Trip Advisor) and producing a guide featuring these attractions and businesses that is easily available to visitors.

The marketing department has created this brochure, aptly titled High Notes – The Best of Tinley Park and plans to print and distribute it to all Tinley Park hotels and convention center, high traffic/publicly accessible areas in town (e.g., train stations, Chamber of Commerce, village hall, library, park district) and in regional visitor information centers. It will also be downloadable from the visitor's page of the website.

Funding for this initiative has been included in the FY19 budget.

Oak Park Playbook Advertising

The attached ad has been created to promote the Oak Park Avenue Playbook to local, prospective entrepreneurs. The marketing department is proposing that a modest, initial advertising plan be rolled out to include:

Placement (1/2 page color ad; two insertions) in the Tinley Junction - \$1,000

Placement (1/2 page color ad; two insertions) in the regional Chicago Tribune \$1,000

Posters at high traffic areas in high traffic/publicly accessible areas in Tinley Park, community college message boards, etc. - \$250

Postings on key Tinley Park social media sites

This messaging will be synchronized with the announcement of the start of the Downtown Tinley Plaza in efforts to maximize impact and will be measured by number of inquiries.



High Notes

The BEST of
Tinley Park




Tinley Park
ILLINOIS

Life Amplified

www.TinleyPark.org

FINE DINING



Frankie's Ristorante

An elegant, authentic and upscale Italian restaurant, Frankie's Ristorante uses the highest-quality ingredients and family recipes to captivate residents' taste buds.

9501 W. 171st Street

708-226-6996

www.frankiesristorante.com

"Wow, if you want authentic Italian food with an intimate Italian atmosphere in the south suburbs then look no further than Frankie's Ristorante." ~ Yelp

Isabella Cafe

The perfect marriage of unique Italian cuisine in an upscale romantic atmosphere, Isabella is nestled in the heart of downtown Tinley Park.

17211 S. Oak Park Avenue

708-444-8555

www.isabellacafe.com

Siam Marina 🎵

An elegant mixture of Thailand and Vietnam infused with French influences, Siam Marina breaks barriers with its enhanced flavors and exquisite seasonings.

16846 S. Oak Park Avenue

708-407-8825

www.siammarina.com

The Primal Cut Steakhouse 🎵

A steakhouse with the ambiance of a high-end dining experience, Primal Cut offers impeccable ingredients and food with a vast selection of fine wines.

17344 S. Oak Park Avenue

708-407-8150

www.primalcutsteakhouse.com

Tin Fish

Tin Fish is a family friendly atmosphere serving the freshest and highest-quality seafood and fish, bringing the ocean's best to Harlem Avenue.

18201 S. Harlem Avenue

708-532-0200

www.tinfishrestaurant.com

BREW PUBS



350 Brewing Company 🎵

350 Brewing is a neighborhood brewery with a Rock & Roll vibe known for creative craft beer and award-winning grub.

7144 W. 183rd Street
708-825-7339
www.350brewing.com



Hailstorm Brewing Co. 🎵

Constantly offering a rotating array of brews, Hailstorm has a tasting room for craft beer enthusiasts to enjoy and on Thursday, Friday and Saturday invites food trucks for some finger-licking treats!

8060 W. 186th Street
708-408-2268
www.hailstormbrewing.com

Soundgrowler Brewing Co.

Craft brewery in Tinley Park with a taproom and taco window serving up Mexican street food. What's better than tacos and beer? Not much.

8201 W. 183rd Street
708-263-0083
www.soundgrowler.com

The Open Bottle

The Open Bottle is a one-stop shop for craft beer in the Southwest Suburbs! Craft beer enthusiasts can try over 500 different craft beers and then take home a six-pack!

7101 W. 183rd Street
708-263-0449
www.theopenbottle.com



Tribes Alehouse & Beer Company 🎵

With more than 30 different flavors and styles of craft beer and a hip, trendy menu featuring short rib empanadas and lamb lollichops, Tribes is your craft beer and delectable food destination.

9501 W. 171st Street
708-966-2051
www.tribesalehouse.com

"If you love burgers and craft beers, this is the place to go! I was visiting my folks that live just a couple miles away and ended up coming here three times in one week!" ~ Yelp



NIGHT LIFE

Downtown Tinley

Bailey's Bar & Grill 🎵

With luscious greens on the patio, Bailey's gives an "everybody knows your name" vibe, with live acoustic shows every Thursday and Saturday.

17731 S. Oak Park Avenue
708-429-7955
www.baileystinleypark.com

Cuzin's Neighborhood Bar 🎵

Cuzin's boasts live music with an eclectic line up for all music lovers. Your neighborhood sports bar with drinks, food and music!

17704 S. Oak Park Avenue
708-633-1144
www.cuzins.net

Durbin's Restaurant & Lounge 🎵

Durbin's caters to all sports with their outdoor patio TVs and wide selection of food and drink. You can even find a DJ on Friday night playing a variety of music to dance.

17265 S. Oak Park Avenue
708-429-1000
www.durbinspizza.com/tinley-park

J.W. Hollstein's Saloon 🎵

A friendly, fun atmosphere with live music every Friday and Saturday night, J.W. Hollstein's provides a "hometown bar" feel in the walkable downtown area.

17358 S. Oak Park Avenue
708-429-7000
www.jwhollsteins.com

Teehan's Tavern 🎵

A hometown Irish pub with antique lighting and great drinks! Bring your own food or order take-out. Teehan's is a cozy spot right in Downtown.

17329 S. Oak Park Avenue
708-532-9707





Intimo Martini Lounge

Sophisticated night spot that brings that “downtown feel” right to Tinley Park, without the hassle of driving into the city.

7068 W. 183rd Street
708-444-4420
www.intimolounge.com



Side Street American Tavern 🎵

Side Street prides itself on a warm, inviting atmosphere, great hospitality and top-notch food with plenty of craft and local beers.

18401 North Creek Drive
708-928-8080
www.sidestreetautavern.com



The Whistle Sports Bar & Grill 🎵

With “better than usual bar food,” the Whistle has an extensive menu with garage doors that access the outdoor patio.

7537 W. 159th Street
708-904-4990
www.whistlesportsbar.com

BREAKFAST

Eggheadz Cafe

With specialty pancakes, homemade soups and large skillets, Eggheadz is sure to turn some heads in the morning for breakfast or lunch! Grab some fresh-squeezed juice and make yourself comfortable!

16952 S. Oak Park Avenue
708-444-0880
www.eggheadzcafe.com



The Egg & I

Wake up to freshly squeezed juices and home-made French toast batter with The Egg & I's signature breakfast options! Serving breakfast, brunch and lunch, you're sure to find something to enjoy!

7164 W. 183rd Street
708-614-0909
www.theeggandirestaurants.com

Olympic Star

Open 24/7, the Olympic Star is your one-stop shop for breakfast, lunch and dinner, serving many options for different tastes.

7100 W. 171st Street
708-532-8900

The Skillet House II

Breakfast and lunch are served at Skillet House II which offers nice-sized skillets and other made-to-order breakfast entrées, complete with a friendly face.

16729 S. 80th Avenue
708-633-1919

PIZZA

Aurelio's Pizza

This family pizzeria will give you something to smile about with its pizza recipe dating back to the 1950s! Using fresh, homemade, Italian sausage, Aurelio's pizza and beef sandwiches will give you something to cheer about.

15901 S. Oak Park Avenue
708-429-4600
www.aureliospizza.com

Ed & Joe's Restaurant & Pizzeria 🎵

For a full-dining experience, Ed and Joe's has an eclectic menu featuring delicious pizza, sandwiches, fish and pasta! Known for live music Friday and Saturday with lots of warmth and personality.

17332 S. Oak Park Avenue
708-532-3051
www.ednjoes.com

DELIVERY AND TAKE-OUT ONLY

Arrenello's Pizza

Arrenello's is known for its famous sweet sauce and award-winning stuffed pizza! Extensive menu featuring pizza, chicken, pasta, sandwiches and much more!

9420 W. 179th Street
708-532-2424
www.arrenellos.com

Guardi's Pizza

Family owned and operated, Guardi's serves pizza, pasta, sandwiches and other authentic Italian fare.

16711 S. 80th Avenue
708-429-1166
www.guardispizza.com

Salina's Pizza & Pasta

Known for all your catering needs, Salina's offers a take-out menu of pizza or catering of pasta, chicken, beef and sausage!

7551 W. 175th Street
708-614-9100
www.cateringbysalinas.com

Village Pizza

Located in the heart of Downtown Tinley, Village Pizza creates its extra crispy crust in a brick oven with loads of flavorful sauce.

17260 S. Oak Park Avenue
708-532-4440

Palermo's

A vast menu featuring hearty Italian cuisine featuring paper-thin crust pizza, classic pan and deep-dish pizza, along with pastas, appetizers and entrées!

16644 S. Oak Park Avenue
708-444-0100
www.palermochicago.com



FAMILY

Ashford House

Open seven days a week for breakfast, lunch and dinner. Ashford House serves the best Irish cuisine in the Tinley Park area. Not only do they serve homemade Irish dishes, but also have a vast array of American classics to boot!

7959 W. 159th Street
708-633-7600
www.winstonsmarket.net/ashford

Banana's Grille & Bar

Attached to the Holiday Inn / Tinley Park Convention Center, Bananas proves to be a perfect family dining spot, serving breakfast, lunch and dinner and offering a variety of home-style contemporary American dishes.

18501 S. Convention Center Drive
708-444-1100
www.tinleyparkconventioncenter.net

Gatto's Restaurant

Family owned and operated, Gatto's is your Italian cucina away from home. The perfect dinner setting with a warm ambiance, Gatto's offers the finest ingredients in traditional fare.

8005 W. 183rd Street
708-444-7400
www.gattosrestaurants.com

Rocco's Little Italy

Rocco's specializes in classic Italian cuisine favoring southern-style dishes with savory favorites to keep you coming back for more!

7907 W. 159th Street
708-444-8259
www.roccoslittleitaly.net

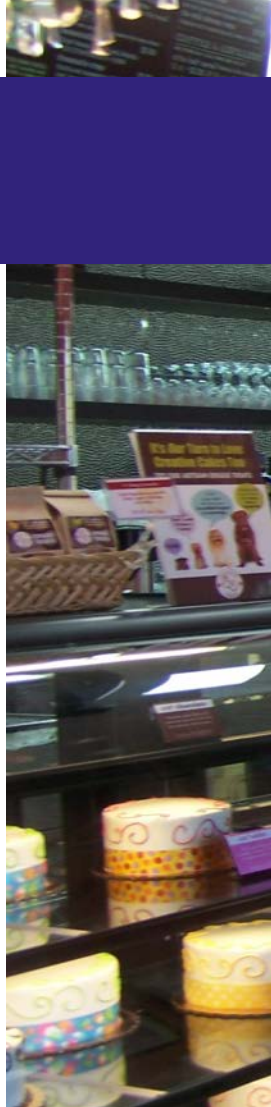
*"Excellent food excellent service
an excellent atmosphere." ~ Yelp*



The Station Pub & Eatery

Your neighborhood pub and eatery with a casual and relaxed atmosphere serving American classics and a fully-stocked bar. Located minutes from Metra's Tinley Park stop, The Station Pub is your destination to classic American fare.

6657 W. South Street
708-633-8240
www.tinleystationpub.com





SPECIALTY

Creative Cakes Bakery & Cafe

Creative Cakes kicks your sweet tooth into high gear with their custom cakes, cupcakes, pastries, and gourmet coffee drinks.

16649 S. Oak Park Avenue
708-614-9755
www.creativecakesbakeryandcafe.com

Zettlmeiers Bakery

An old-school bakery with German roots, Zettlmeier's offers fresh traditional bakery treats for all to enjoy!

17016 S. Oak Park Avenue
708-444-2253



Plush Horse Ice Cream Shoppe

Delicious homemade ice cream with more than 60 delicious flavors! Plush Horse features an in-house baking shop, which includes custom ice cream cake rolls and brownies.

7903 W. 171st Street
708-444-1800
www.plushhorseicecream.com

*"There portions are huge,
the service is fast, and the
flavors are great." ~ Yelp*

Rubino's Italian Imports

Rubino's offers the best Italian imports outside of Italy! Fine Italian foods, wine, novelty items and a full-service deli are what you'll find in this one-of-a-kind marketplace.

16635 S. Oak Park Avenue
708-614-0755
www.rubinositalianimports.com



INSIDE COMMUTER TRAIN STATIONS

Cavallini's in the Park

Cavallini's boasts more than 300 gourmet coffees; 100+ teas bagged and whole leafed; local honey; homemade bakery items and an appetizer, breakfast and dessert menu!

6700 W. South Street
708-444-4946
www.cavallinisinthepark.com

Parmesan's Station

With a unique setting at the 80th Avenue train station, Parmesan's is the place to be for stuffed breads and calzones, sandwiches, gourmet pizza and entrées alike! Plus wedding and party catering.

18001 S. 80th Avenue
708-532-8080
www.parmesans.com

INTERNATIONAL



Runa Izakaya

A unique experience in Tinley Park offering quality ingredients and a modern interpretation of classic Chinese dishes. Runa Izakaya also offers fresh sushi maki and specialty rolls!

7138 W. 183rd Street
708-342-1652
www.runaizakaya.com

SemSem Mediterranean

Fresh and healthy Mediterranean food in a fast and modern setting. The falafel has never felt so good with olive oil, lemon and a bunch of different spices sure to liven up your palette.

6905 W. 159th Street
708-620-8820
www.semsem.com

Joy Yee Noodle

Joy Yee Noodle combines different Asian-style dishes into one expansive menu with newer twists on classics! You can't leave without trying bubble tea or fresh smoothies with tapioca balls!

7101 W. 183rd Street
708-468-8520
www.joyyee.com

"Be prepared to need time to wade through the very large menu, but know that every dish is freshly prepared and portions are huge." ~ Yelp

Tokyo Steakhouse

Tokyo Steakhouse is your place for Japanese food dishes and fresh sushi! Your dish comes to life right in front of your eyes as this Hibachi gem livens up the west side of town.

9436 W. 179th Street
708-429-8988
www.totokyosteakhouse.com

Winston's Market

Winston's offers a wide variety of homemade Irish foods including Irish sausage, black pudding, white pudding, Irish bacon and corned beef! You can't pass up home-made soda bread, either!

7961 W. 159th Street
708-633-7500
www.winstonsmarket.net

SHOPPING

Brookside Marketplace

Brookside Marketplace is the dominant power center in the Tinley Park trade area, which is part of the rapidly growing south suburbs of Chicago. The center offers great visibility and convenient access from I-80.

191st Street and Harlem Avenue
www.ddr.com

Featured Retailers:

Best Buy
Dick's Sporting Goods
HomeGoods
Kohl's
Old Navy
PetSmart
Pier 1 Imports
SuperTarget
T.J. Maxx
Ulta





ATTRACTIONS

Hollywood Casino Amphitheatre 🎵

This venue hosts dozens of top national acts every year and pulls fans from all across Chicago, its suburbs and neighboring states. It's one of only a few large, outdoor amphitheaters in the Chicago area.

19100 Ridgeland Avenue
708-616-1616
www.tinleyparkamphitheater.com

Odyssey Fun World 🎵

Out of this world family FUN for all ages! Go-karts, laser tag, mini-golf, bumper boats, inflatables, soft-play area, 150+ arcade games, zip line, indoor roller coaster, ferris wheel and MORE!

19111 Oak Park Avenue
708-429-3800
www.ofwtinleypark.com

Vogt Visual Arts Center 🎵

Established in 1996, the VVAC is the house of the first Tinley Park Mayor, Henry Vogt. It houses a gallery which continuously displays works of art by various local and well-known artists.

17420 S. 67th Court
708-614-6503
www.tinleyparkdistrict.org

White Water Canyon Water Park

Five acres of wet fun for the whole family. The main pool features a zero-depth entry with an interactive children's play area and diving boards; lazy river and spray ground.

8221 W. 171st Street
708-342-4200
www.tinleyparkdistrict.org



Tinley Park ILLINOIS

Life Amplified

Here in Tinley Park, music is ingrained into the very DNA of everything we do. Whether it's an intimate set from a three-piece rock band at one of our fine bars and restaurants, a fully orchestrated classical concert performed by the students in one of our award-winning school music programs, or an elaborate stage show from a big-name act at the Hollywood Casino Amphitheatre, you'll never stop tapping your toes in Tinley Park.

The establishments listed in this brochure were included based on an average of their Google, Trip Advisor and Yelp scores and represent the very best of what Tinley Park has to offer. We hope you'll enjoy your time here in Tinley Park, no matter where the beat takes you!

Be sure to visit the Village website at www.TinleyPark.org and follow the "Life Amplified" tab on the upper right for a detailed calendar of upcoming music events in town, as well as a listing of Village-run special events and information on dining, shopping, lodging and attractions in Tinley Park.

Map of Tinley Park



MAP KEY

-  Train Station
-  Convention Center
-  Hollywood Casino Amphitheatre
-  Zabrocki Plaza
-  Bettenhausen Recreation Center
-  Vogt Visual Arts Center
-  White Water Canyon Water Park
-  The Odyssey Golf Course

HOTELS & LODGING

-  1 Comfort Suites
-  2 Holiday Inn
-  3 Country Inn & Suites
-  4 Fairfield Inn
-  5 Hampton Inn
-  6 Hilton Garden Inn
-  7 La Quinta Inn & Suites
-  8 Sleep Inn
-  9 Wingate by Wyndham
-  10 WoodSpring Suites

SHOPPING CENTERS

-  1 Brookside Marketplace
-  2 Menard's Shopping Center
-  3 Park Center
-  4 Tinley Park Plaza
-  5 Tinley Commons



Whatever the season, there's always something to do in Tinley Park. The Village hosts an annual series of popular, family-friendly events that are enjoyed by residents and visitors alike.

INFORMATION

 www.TinleyPark.org

 708-444-5678

Life Amplified



SPECIAL EVENTS

All events are FREE and held in Downtown Tinley



IRISH PARADE

Sunday before St. Patrick's Day
2:00 p.m. Step-off



BUNNY HOP

Sunday before Easter | Noon - 3:00 pm



BENCHES ON THE AVENUE

May through October



MEMORIAL DAY CEREMONY

10:00 am | Gen. Rea Veterans Plaza
80th Avenue Train Station



CRUISE NIGHTS

Tuesdays | May - August
5:00 - 9:00 pm



FARMERS MARKET

Saturdays | June - October
7:30 am - 12:30 pm



MUSIC IN THE PLAZA

Select Saturdays | 7:00 - 10:00 pm



NATIONAL MAKE MUSIC DAY

June | Music performances will be held throughout the Village



DOWNTOWN TINLEY BLOCK PARTY

Third Sunday in July
Noon - 7:00 pm



NATIONAL NIGHT OUT

First Tuesday in August
6:00 - 9:00 pm



BOO BASH

Sunday before Halloween
Noon - 3:00 pm



VETERANS DAY CEREMONY

10:00 am | Gen. Rea Veterans Plaza
80th Avenue Train Station



HOLIDAY HAPPENINGS

First weekend in December
Friday through Sunday (*Various hours*)

NEW INCENTIVES FOR DOWNTOWN TINLEY

Ideal for New and Expanding Businesses



One of Tinley Park's key goals is to develop a signature downtown where residents can live, shop, dine and be entertained. To support this effort, the Village is offering the Oak Park Playbook – a series of five grants specifically designed to encourage Downtown Tinley business owners to invest in and improve their respective properties. Available programs include:

- Facade Improvement Grant
- Code Compliance Grant
- Sign Grant
- Retail Grant
- Landscape Grant

Interested entrepreneurs can download the grant application for the particular program in which they're interested on the Village website at www.tinleypark.org/Playbook. The Village has budgeted funds for these new programs that will support 10 or more projects annually, and one site can use as much as \$70,000 in grants per year!

These programs, coupled with the new music brand and plaza that are soon to come, make Downtown Tinley the perfect place for your new or expanding business!



For more information, please contact us:
Community Development Department
708-444-5110 | phoban@tinleypark.org
www.TinleyPark.org/Playbook

COMMENTS FROM THE PUBLIC

ADJOURNMENT