



**VILLAGE OF RIVER FOREST  
SPECIAL MEETING OF THE  
ECONOMIC DEVELOPMENT COMMISSION**

Wednesday, January 15, 2025 – 6:00 PM

Village Hall – 1<sup>st</sup> Floor Community Room, 400 Park Ave., River Forest, IL

## AGENDA

Join Zoom Meeting:

<https://us02web.zoom.us/j/88265040864>

Meeting ID: 882 6504 0864

Public comments and any responses will be shared with the Commission. You may submit your public comments via email in advance of the meeting to: Jessica Spencer at [jspencer@vrf.us](mailto:jspencer@vrf.us).

1. Call to Order/Roll Call
2. Public Comment
3. Approval of Minutes – December 4, 2024
4. Broker Services Presentation
5. Discussion Regarding Broker Services Contract Recommendation
6. Discussion Regarding TIF Small Business Incentive Programs
7. Continued Discussion Regarding Business Community Retention/Support Strategies and Communication
8. General Development Updates
9. Other Business
10. Adjournment

**MINUTES OF THE MEETING OF THE  
VILLAGE OF RIVER FOREST  
ECONOMIC DEVELOPMENT COMMISSION**

December 4, 2024

A meeting of the Village of River Forest Economic Development Commission was held on Wednesday, December 4, 2024, at 6:00 p.m. in the 1st Floor Community Room of Village Hall, 400 Park Avenue, River Forest, Illinois.

**1. CALL TO ORDER/ROLL CALL**

Chairman Brown called the meeting to order at 6:06 p.m. Meeting started by calling roll. Upon roll call, the following persons were:

Present: Chairman Cuyler Brown, Commissioners Carr Preston, Walter Wahlfeldt, Katie Lowes, Robert Graham, and Raj Chiplunkar (arrived in person at 6:14)

Commissioners Raj Chiplunkar, Tim Brangle, and Director Marion-Burton attended via Zoom

Absent: None

Also Present: Assistant Village Administrator Jessica Spencer and Deputy Clerk Luke Masella

**A MOTION** was made by Commissioner Preston and seconded by Commissioner Lowes to allow Executive Director Marion-Burton, Commissioner Tim Brangle, and Commissioner Raj Chiplunkar to attend the meeting via Zoom.

MOTION PASSED by unanimous voice vote.

**2. PUBLIC COMMENT**

None.

**3. APPROVAL OF MINUTES – NOVEMBER 6, 2024**

**A MOTION** was made by Commissioner Wahlfeldt and seconded by Commissioner Lowes to approve the minutes of the November 6 meeting.

MOTION PASSED by unanimous voice vote.

**4. APPROVAL OF EXECUTIVE SESSION MINUTES – NOVEMBER 6, 2024**

**A MOTION** was made by Commissioner Preston and Chairman Brown seconded by to approve the Executive Session minutes of the November 6 meeting.

MOTION PASSED by unanimous voice vote.

Commissioner Chiplunkar arrived in person at 6:14pm.

## **5. DISCUSSION REGARDING TIF SMALL BUSINESS INCENTIVE PROGRAMS**

Assistant Administrator Spencer presented the changes that were discussed at the last meeting, provided as a red-lined draft in the packet. Chairman Brown mentioned that he is concerned about having a program that is only eligible for a portion of the Village and would like to maintain the option to expand to non-TIF areas (like Lake Street). Commissioner Wahlfeldt said that he felt the TIF was established with the intent to increase attention in specific areas. Commissioner Graham asked about including language about the business/property owner not having any outstanding fees/fines in order to be eligible for this grant, Assistant Administrator Spencer said that language is included in the ordinance which will accompany this policy.

Chairman Brown mentioned the long list of eligible projects and asked the group to consider shortening the list as previously discussed. Commissioner Brangle noted some of the changes he had suggested. Discussion ensued about the format of the eligible projects list; however, the topic was tabled momentarily as the Commissioners reviewed the draft.

## **6. CONTINUED DISCUSSION REGARDING BUSINESS COMMUNITY RETENTION/ SUPPORT STRATEGIES AND COMMUNICATION**

Director Marion-Burton explained that the Memorial Day Parade plans are moving forward at this point, and that budget planning for this event is going well.

Assistant Administrator Spencer proposed inviting some potentially impacted business owners to solicit feedback on the draft Façade Improvement Grant program document. Chairman Brown was cautious about additional feedback at this juncture; Commissioner Wahlfeldt felt that additional communication could be helpful. Director Marion-Burton offered to host the meetings and provide the feedback to the Commission for their consideration. Chairman Brown appreciated this suggestion and tasked Assistant Administrator Spencer and Director Marion-Burton to organize the meetings.

Assistant Administrator Spencer explained the approval process through the Village Board. Chairman Brown set the expectation to have the Board presentation in February.

## **7. GENERAL DEVELOPMENT UPDATES**

Assistant Administrator Spencer said there are no Lake and Lathrop updates since the last meeting. Discussion ensued regarding the legal process surrounding the property and its movement towards development.

## **8. 2025 SCHEDULE OF MEETINGS**

Assistant Administrator Spencer presented the schedule of meetings for 2025. The following dates were modified due to the holidays in their respective months: January 1<sup>st</sup> meeting was moved to January 8<sup>th</sup>, and July 2<sup>nd</sup> meeting was moved to July 9<sup>th</sup>.

Chairman Brown took the opportunity to thank the committee for their attendance this year.

**A MOTION** by Chairman Brown to approve the schedule as amended; Seconded by Commissioner Lowes. By a voice vote, the motion passed.

Assistant Administrator Spencer will ensure the Village Board and staff are aware of the changes, as well as send out reminders to this Commission.

**9. OTHER BUSINESS**

None.

**10. ADJOURNMENT**

**A MOTION** was made by Commissioner Chiplunkar and seconded by Commissioner Lowes to adjourn the meeting of the Economic Development Commission at 6:46 p.m.

MOTION PASSED by unanimous vote.

Respectfully Submitted:

\_\_\_\_\_  
Jessica Spencer, Assistant Village Administrator

Date: \_\_\_\_\_

\_\_\_\_\_  
Cuyler Brown, Chairman Economic Development Commission



**Village of River Forest**  
**Village Administrator's Office**  
400 Park Avenue  
River Forest, IL 60305  
Tel: 708-366-8500

## MEMORANDUM

Date: January 15, 2025  
To: Economic Development Commission  
From: Jessica Spencer, Assistant Village Administrator  
Subj: Broker Services Presentation

### **Introduction:**

In 2023, the Economic Development Commission (EDC) frequently discussed the benefits of hiring a broker to market and sell the vacant parcels owned by the Village. Early in 2024, a Request for Proposals (RFP) was issued, receiving responses from five organizations. To evaluate the proposals, the EDC formed a subcommittee, which shortlisted three candidates for further consideration. These three firms were invited to brief meetings to explain how their proposals would best address the Village's needs. Following these discussions, JLL emerged as the preferred choice.

JLL has been invited to present its strategy to the entire Commission at tonight's meeting. The presentation aims to familiarize the Commissioners with JLL's capabilities and the services it could offer the Village. If the presentation is well-received, the Commissioners will be asked to vote on recommending a contract with JLL for broker services to the Village Board for approval at an upcoming meeting.

### **Request for Commission Action:**

If the Commission finds a recommendation favorable, the following motion would be appropriate:

*Motion to recommend a contract with JLL for the purposes of broker services be presented and approved by the Village Board at a future Board meeting.*

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