

MINUTES OF COMMISSION MEETING
Thursday, January 21, 2016
Elmhurst City Hall – Conference Room #2
CITY OF ELMHURST AND ELMHURST COLLEGE COMMISSION

1. Call to Order

Chairman Reichert called the meeting to order at 4:02 p.m.

Present: Sarah Diamond, Christina Hamilton, Thomas D. Marcucci, Richard W. Reichert, Peter Griffin, Kathleen Gusloff, Diana Riekse, Lee A. Daniels, Andy Joseph (Arrived at 4:05 p.m.)

Absent: None

Also in attendance: City Manager Grabowski (Arrived at 4:05 p.m.), Dr. Larry Carroll and Holly Coffin, Elmhurst College (left meeting at 5:05 p.m.), Kassondra Schref, City of Elmhurst Communications Manager and Desiree Chen, Managing Director of Public Affairs at Elmhurst College, (Both arrived at 4:05 p.m.), Peggy Tschetter, Tara Palandri

2. Public Comment

None

3. Approval of Minutes

Motion to accept draft minutes from November 19, 2015 meeting was made by Sarah Diamond. Seconded by Diana Riekse. Motion carried. Voice Vote.

**4. Introduction of Marketing/Communication Professionals
(See Old Business – b.)**

5. Old Business

a. Promotion of Internships with the Local Community & Businesses

Dr. Larry Carroll and Holly Coffin, Elmhurst College, explained what the Center for Professional Excellence program entails. Dr. Carroll and Holly Coffin discussed exploring opportunities of collaboration between local businesses and the Center of Professional Excellence including internship opportunities for professionals to connect with students.

b. Web Calendar Collaboration

Introduction of Kassondra Schref, City of Elmhurst Communications Manager and Desiree Chen, Managing Director of Public Affairs at Elmhurst College. Discussed the Explore Elmhurst Website Marketing Initiative with the College as one of the partners. The website is due to launch May 2016. Discussed the focus for the Calendar is to obtain action relevant content. Calendar is not event-oriented.

- c. Public Library/Buehler Library Synergies
Vice Chairman Griffin discussed the Library card system and if Library could offer cards to Elmhurst College Faculty. Chairman Reichert will reach out to Library Director, MaryBeth Campe concerning teacher cards. City Manager Grabowski explained the relationship between the City and the Library.

- d. Potential Bookstore Location to City Centre
Chairman Reichert was in contact with City Centre. Discussion ensued on collaborating with the bookstore to increase awareness of the City of Elmhurst. Focus is to bring new business into the City and encourage Elmhurst College students to go beyond the tracks. Vice Chairman Griffin stated College is interested but checking with current contract with Becks, (Currently a 10-year Lease). Lee Daniels will be in contact with CFO Karen Kissel, Elmhurst College, concerning contract.

- e. College Involvement in Evaluation of City/EPD Rec Center Study
Discussion on current progress of Elmhurst Indoor Recreation Facility. City Manager Grabowski stated City is committed to Park District to cover half of the cost of the study. Received between 7 and 10 responses to RFPs. Five groups will be interviewed to initiate study. Study is to be finalized by Fall-2016.

6. New Business

- a. College Involvement in the Downtown Plan Finalization
Discussion ensued on the recent open house and presentation by Houseal Lavigne Associates, LLC, of the draft City of Elmhurst Downtown Plan. 150 were in attendance, received positive comments, Zoning and Planning will make recommendations on the plan. Ideas shared by Vice Chairman Griffin also can College be included in the next meeting? City Manager Grabowski will follow-up.

7. Proposed Next Meeting – April 21, 2016, 4:00 p.m.

Suggestion to invite City Centre to next meeting.

- a. Items to add to next Agenda
Successes

Sarah Diamond moved to adjourn the meeting. Vice Chairman Griffin seconded. Voice vote. Motion carried. Meeting adjourned at 5:30 p.m.

Submitted by City Manager Grabowski