

Date: July 14, 2011

TO: WJBD Radio
Salem Times Commoner
Centralia Sentinel
Marion County Observer
US Sonet
Cc: Mayor and City Council
City Manager
Department Directors

**NOTICE OF WORKSHOP MEETING
OF SALEM CITY COUNCIL**

PURSUANT TO THE OPEN MEETINGS ACT, notice is hereby given that the Salem City Council will meet at 5:15 P.M., Monday, July 18, 2011 in the Council Chambers of Salem City Hall, 101 South Broadway Salem, Illinois, for the following purpose:
To review Guidelines and Procedures for TIF Loans and grants, and CDAP Loans

CITY OF SALEM, ILLINOIS

Jane Marshall
City Clerk
Dated this 14th day of July, 2011

**MINUTES
CITY OF SALEM, ILLINOIS
WORKSHOP MEETING
July 18, 2011**

The Salem City Council met in Workshop Meeting in the Council Chambers of Salem City Hall, 101 S. Broadway, Salem, IL, at 5:15 p.m. on Monday, July 18, 2011 for the purpose review guidelines and procedures for TIF Loans and Grants, and CDAP Loans.

COUNCIL MEMBERS PRESENT:

Councilman Royce Bringwald Councilman Kip Meador
Councilman Steve Huddlestun Councilman David Black
Mayor John Raymer

OTHERS PRESENT:

City Manager Thomas F. Christie Economic Development Director Tracey McDanel
City Clerk Jane Marshall Public Works Director John Pruden
Chief of Police Ron Campo Recreation Director Sherry Daniels
Finance Director Jane Brown Library Director Kim Keller

Also, the Media: Marion County Observer, WJBD Radio, Salem Times Commoner, along with members of the public

The Meeting was called to order by Mayor John Raymer. City Manager Christie reviewed the packet of information that was put together by the Economic Development Department regarding TIF Loans and Grants and CDAP Loans. The information included:

Legal & Tax information from Kaskaskia College
Introduction – Starting a new business
Business Plan Workbook – Illinois Small Business Development Center at Kaskaskia College
Publication 113 – Retailer’s Overview of Sales and Use Tax
Internal Revenue Service Publication 563 – Starting a Business and Keeping Records
CDAP Revolving Loan Fund Program Summary
Resolution 2003-20 – City of Salem Downtown Improvement Program Guidelines Downtown Tax Increment
Redevelopment Program
Resolution 2004-09 – Resolution Amending Resolution No. 89-3 A city Policy for the Recapture of Program
Income Generated From the community Development Assistance Program
City of Salem Tax Increment Financing Application
Greater Salem Enterprise Zone pamphlet
City of Salem Department of Economic Development – Project Profile form
Personal Financial Statement form

Mayor Raymer discussed Resolution 2003-20, particularly the Loan/Grant Application Process and how it related to application process for Klassic Kollections II, one of the latest applicants.

He requested that the Economic Development Director keep Council informed about what is spent and paid out on the TIF and CDAP loans and grants. Discussion ensued regarding confidential financial information and how Council could be better informed before final approval given to loans and grants. Economic Development Director McDaniels commented that the files are available in her office for review by those taking action on the application requests, indicating confidentiality is of utmost importance.

Council also discussed the make-up of the Loan Committee. Mayor Raymer commented he is not sure that the Mayor should be on the Committee. City Manager Christie also questioned if he should serve on the Committee. Councilman Black added the Economic Development Director should not be a voting member of the Committee, he also suggested that two persons from the business community be appointed to serve on the Loan Committee. Councilman Black suggested that all loans and grants come to Council for first and second readings, indicating this would allow for enough time to fully consider the appropriate action.

City Manager Christie suggested that he and the Economic Development Director would prepare suggestions to amend the Loan Resolutions with options for Council to consider for next agenda.

The meeting was adjourned at 6:00 p.m.

Jane Marshall, CMC
City Clerk
Approved as written by City Council 8/01/2011