



**MINORITY, WOMEN & EVANSTON BUSINESS ENTERPRISE (M/W/EBE)  
DEVELOPMENT COMMITTEE**

Wednesday, November 18, 2020  
5:00 P.M.  
Meeting Minutes

**MEMBERS PRESENT:** Ald. Peter Braithwaite, Ald. Robyn Simmons, Joshua Gutstein, Jessica Oldani, and Michael McLean

**MEMBERS ABSENT:** Kemone Hendricks, Nasutsa Mabwa, and Jesus Vega

**STAFF PRESENT:** Interim Admin. Services Director/CIO Luke Stowe, Purchasing Manager Tammi Nunez, Interim Deputy City Manager Sharon Johnson, and Management Analyst Tasheik Kerr

**PRESIDING MEMBER:** Ald. Braithwaite

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**1. Declaration of a Quorum**

With a quorum present Ald. Braithwaite called the meeting to order at 5:12 pm. Ald. Braithwaite motioned to suspend the rules to permit members to convene via virtual meeting. Second by Ald. Robyn Simmons and approved 5-0 (roll call taken).

**2. Approval of Minutes**

Motion to approve the Minutes as presented from October 21, 2020 made by Ald. Robyn Simmons and seconded by Jessica Oldani. Motion passed unanimously 5-0 (roll call taken).

**3. Guest Introduction:**

No guest

**4. Old Business**

**A. Procurement 101 - Recovery Evanston Business Planning Discussion**

Jessica shared that she, Michael, and Nasutsa met to discuss this topic. All agreed that more input is necessary from the Committee. Michael noted that the group discussed utilizing tourism on the lakefront to provide opportunities to small businesses, startups, and entrepreneurs. The group also discussed utilizing other areas of the City such as parks and neighborhoods.

Ald. Braithwaite requested that the group return to the Committee with a framework. Jessica noted the subcommittee would reach out to members of the business community regarding their input.

Michael proposed utilizing existing events to promote small, non-brick and mortar vendors/businesses. Ald. Robyn Simmons recommended discussing this topic with Parks and Recreation to determine barriers and opportunities.

Ald. Braithwaite suggested examining the 2019 lakefront activity schedule and the 2019 and 2020 Downtown Special Event schedule and budget. Ald. Robyn Simmons suggested inviting a staff member from Economic Development to the next Committee meeting.

#### **B. B. Website Update Status**

Services Director/CIO Luke Stowe provided a summary of ideas the Committee shared at its last meeting. Luke will present a draft of the website at the next Committee meeting.

### **5. STAFF REPORTS**

#### **A. M/W/EBE and LEP Tracking**

Interim Deputy City Manager Sharon Johnson noted the project by Pan-Oceanic Engineering Co just closed. Since the project achieved a 12% compliance rate, the penalty to Pan-Oceanic Engineering Co would be \$6,100. Sharon also shared that the Evanston Shoreline Improvement project achieved an 18% compliance rate; therefore, no penalty is associated with this project.

As of October 31, 2020, the LEP Penalty Fund had the following transactions: A total of seventeen ED Entrepreneurial Small business invoices in the amount of \$39,231 that impacted the LEP account for September 2020. Previously the fund had 4 ED invoices hit the August balance for \$8,517. Total amount utilized to date from Economic Development is \$47,748 out of the allotted \$50,000. One LEP penalty amount for \$1,116 was credited from Hacienda Landscaping. Anticipating a penalty from Pan Oceanic in October on the \$3m 2020 Water Main Fund (roughly \$6K) – one invoice came in from Evanston Rebuilding Warehouse in October for \$6,268. Previous LEP Balance was \$25,860.87. Current LEP balance is \$19,592.00 as of Oct 31<sup>st</sup>.

#### **Summary of Robert Crown Status**

Sharon noted Evanston residents worked 26,622 hours out of the 150,000 project hours at Robert Crown. As of September 30, Robert Crown achieved a 16.69% compliance rate.

### **6. New Business**

#### **Partnership Agreement with Evanston Rebuilding Warehouse 2021**

Ald. Braithwaite shared that the Community and Economic Development Subcommittee approved an allocation of \$87,000 for the Evanston Rebuilding

Warehouse. Funding would be taken out of the West Evanston TIF. The agreement allows for a higher level of resident participation in the apprenticeship programs. Participants would take training courses on various trades.

Committee members provided feedback to the draft agreement. Committee members voted unanimously to send the agreement to legal. 5-0 (roll call taken).

**Miscellaneous Legislative Items**

No Miscellaneous Legislative Items

**7. Other Business**

**2021 Committee Calendar Schedule**

Committee members agreed to continue holding its meeting virtually on the third Wednesday of every month at 5 P.M. Tasheik would provide a meeting schedule for the Committee to approve at its January meeting.

**8. Adjournment**

Ald. Robyn Simmons motion to adjourn, seconded by Joshua Gutstein. Motion carried unanimously. Meeting ended at 6:32 pm.