

East Village Growth Cell Committee
Project Charter
~~January 22, 2013~~ May 12, 2015

I. Title and Authority

This Committee shall hereby be referred to as the “East Village Growth Cell Committee” and is established by the Mayor and Council of the City of Peoria, Illinois, (“City”) as a Tax Increment Economic Development Advisory Committee as such term is defined in and in accordance with the Tax Increment Allocation Financing Act, 65 ILCS 5/11-74.4-1, *et. seq.* (“Act”). The Committee shall only serve in an advisory capacity to the City Council.

II. Purpose

The Committee has been formed for the purpose of:

- Facilitating the orderly growth and development of the East Village Growth Cell (“EVGC”) as depicted in the attached map;
- Promoting consistent land uses among property owners within the EVGC;
- Identify and help provide needed services to residents and visitors to the EVGC;
- Promote job creation within the EVGC;
- Increase the property tax base within the EVGC;
- Promote and publicize development or redevelopment opportunities in the EVGC through marketing and other promotion activities; and
- Review any requests for financial assistance from private property owners to determine eligibility for any financial assistance from the sources available in the EVGC.

III. Membership

The Committee shall consist of members selected as follows:

Two (2) Members of the City of Peoria

One (1) Member of the County of Peoria

One (1) ~~Representative~~ Member of School District 150

Two (2) Members of OSF St. Francis Medical Center

One (1) Member at large from Council District 1, can be a resident or business owner

One (1) Member at Large from Council District 2, can be a resident or a business owner

Three (3) Members at large from Council District 3, can be a resident or business owner

IV. Membership Governance

A. Term

Each member shall serve ~~until reappointment by their appointing body~~ for a term period of 24 months from the time of appointment.

Members currently serving, at the time of the amendment of May 12, 2015, shall be considered to have served one term. Their current term shall conclude either on June 30, 2015 or June 30, 2016.

B. Selection of members

Each member shall be selected by the body s/he represents in any manner deemed appropriate by such body. Should a vacancy occur for any position, the governing board of the applicable body shall determine the manner of replacement.

The members at large shall be appointed by the Mayor of the City.

Once established, the members shall vote to determine a Chairperson annually who shall preside until replaced by a majority vote of all members.

C. Attendance policy

An excused absence is defined as illness, family emergency or planned vacation, in which the Chairperson is notified in advance. A Committee Member may not have more than three unexcused absences or they will be removed from the Committee.

D. Removal of members

By a majority vote, the Committee may remove any member for cause, including but not limited to: absence from meetings; failure to carry out the purposes of the Committee; breach of confidentiality; conflict of interest or other reasonable cause.

E. ~~Review of City appointed members~~ Staggered Terms

~~In December of every odd numbered year, the City Council will review all City appointed members to determine if any changes should be made to the membership.~~

The terms of the Members shall be staggered so that six (6) members are appointed in an odd year and five (5) members are appointed in an even year.

The following Members shall be selected for a 24 month term period beginning July 1, 2015:

One (1) Member of the City of Peoria

One (1) Member of the County of Peoria

One (1) Member of the OSF St. Francis Medical Center

One (1) Member at large from Council District 1, can be resident of business owner

Two (2) Members at large from Council District 3, can be resident or business owner

The following Members shall be selected for a 24 month term period beginning July 1, 2016:

One (1) Member of the City of Peoria

One (1) Member of School District 150

One (1) Member of the OSF St. Francis Medical Center

One (1) Member at large from Council District 2, can be resident or business owner

One (1) Member at large from Council District 3, can be resident of business owner.

V. Responsibilities of Members

A. Ordinary Meetings

Ordinary Meetings of the Committee shall be held quarterly.

B. Special Meetings

At least two (2) members from different membership body of the Committee may call special Meetings at any time.

C. Notice of meetings

A notice of the meeting is to be provided to each Committee member in writing or via e-mail, setting out the date, time and place of the meeting; and be accompanied by an agenda for the meeting.

The Committee shall resolve by majority the date, time and place of meetings.

The agenda for Ordinary Meetings and Special Meetings of the Committee shall be forwarded to members of the Committee at least three (3) business days prior to meetings.

A copy of the notice of meeting, agenda and accompanying reports shall be placed on public exhibition at City Hall as soon as practicable after the time that the notice of the meeting is given to members of the Committee.

D. Minutes

Minutes shall be kept of all meetings of the Committee by such person as designated by the Chairperson, and such minutes shall be provided to the City. Each Committee member shall receive a copy of the minutes within five (5) days of the meeting of the Committee. The minutes shall be confirmed at the next regular meeting with or without amendments. One (1) copy of all minutes shall be supplied to the Council before its next meeting following that of the Committee. A copy of the minutes shall be placed on public exhibition at City Hall within five (5) days of the meeting of the Committee.

E. Presiding Member

The ~~Chairman~~ Chairperson shall preside at all meetings of the Committee at which he/she is present and in his/her absence a member of the Committee, elected by the members present, shall preside.

F. Quorum

A quorum for the Committee shall constitute half the membership, ignoring any fraction from the division, plus one (1).

G. Meeting Procedure

The procedures and protocols to be observed at the Committee meetings shall be as provided in Robert's Rules of Order for small committees unless inconsistent with this Charter, in which case this Charter shall control.

VI. Voting

- A. A question arising for decision at a meeting of the Committee will be decided by a majority of the votes cast by the members present at the meeting and entitled to vote on the question. Present shall also be defined as by ~~proxy or telephonically telephone~~.
- B. Each member of the Committee present at any meeting shall have one vote on any matter.
- C. Each member present at a meeting of the Committee must vote on all questions arising for a decision at that meeting.
- ~~D. Voting by Proxy is allowed provided such proxy nomination is submitted to the Chairman in writing prior to the meeting.~~

VII. Miscellaneous

A. Budget

The Committee shall create an annual budget and submit same to the City for approval prior to the end of any calendar year for the following year. Such budget shall include the reasonable expenses of the Committee for operating expenses, marketing and other activities in conjunction with the fulfillment of the purpose of the Committee.

B. ~~Liability~~ Dissolution/Alteration

~~No civil liability attaches to a member of the Committee for an honest act or omission in the exercise, performance or discharge, or purported exercise, performance or discharge, of the member's or Committee's powers, functions or duties.~~

~~C. Dissolution/Alteration~~

The Committee may voluntarily dissolve at any time with City Council approval or may be dissolved at any time upon vote of the City Council.

The Council may, at any time, either on its own initiative or at the request of the Committee, alter, delete, or add to any provisions of this charter.

VIII. Adoption

These are the functions and rules of the East Village Growth Cell Committee and have been approved by the Council, by resolution passed on ~~September 14, 2010~~ May 12, 2015.