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Economic Development Committee Position Description

The Village of Allouez Economic Development Committee is established by the Village Board and is governed by Village Ordinance 100.09.

The economic development committee is created to advise the Village Board regarding local business retention and recruitment. The committee is responsible for developing and recommending policies, procedures, organizations, and ordinances to the Village Board for adoption that best suit the community for a healthy and diversified economy. The committee provides businesses with an atmosphere to locate, innovate, grow, and prosper within our community.

The economic development committee shall consist of seven regular members, either residents or business leaders of Allouez, and one Village Trustee. Appointments for the seven regular members shall be for three-year terms. Typical meetings are held on mornings of the first Friday of the month. Special meetings may be called at the discretion of the chair of the economic development committee or upon the request by the Village Board. Members may be asked to become involved in a task force or subcommittee.

The economic development committee's areas of interest include developing plans and programs for the following:

Planning and Development

- Support of projects and procedures that are in accordance with the purpose, spirit, and intent of the Village Comprehensive Plan.
- Promote redevelopment of business corridors through incentive programs.
- Take advantage of different local, state, and federal grant programs.

Marketing and Promotion

- Work in conjunction with the Allouez Business Association in the recruitment of new businesses to the area, as well as retaining established businesses.
- Utilize excellent transportation means within close proximity of the Village.

Government Cooperation

- Partner with surrounding communities within the Green Bay Metropolitan Area.

Public Participation

- Hold monthly meetings that adhere to Wisconsin's Open Meetings Law (Wis. Stats. §§ 19.81-19.98).

Chair and Secretary Responsibilities

- The chair and secretary positions are elected by the economic development committee members.
- The positions are elected annually (May), with the chair unable to serve more than two terms consecutively.
- The chair shall be responsible for running the meetings, setting the agenda with the Village Administrator, primary contact to the administrator from the committee, and fills any other responsibilities within the powers of the economic development committee as delegated by the voting members of the economic development committee.
- The secretary shall be responsible for recording meeting minutes, as well as working with the Village Clerk in publishing the minutes.

Miscellaneous Powers

- Employ or contract experts or staff for services as approved by the Village Board.
- Adopt rules of procedure and shall keep a record of its studies, resolutions, transactions, findings, and determinations.