

MINUTES
GLEN ELLYN ECONOMIC DEVELOPMENT CORPORATION
August 20, 2009
Glen Ellyn Civic Center, Room 306
7:00 a.m.

Attendance:

Board Members:

- Jim Meyers, President
- Neil Dishman, Vice President
- Chuck Thomas, Treasurer
- Doug Armantrout, Secretary
- Bill Pihos
- Sandy Moore
- Gary Mayo

Ex-Officio Board Members:

- Mark Pfefferman, Village President
- Staci Hulseberg, Director Dept. Plng.& Devt.
- Rob Kelley, Chamber Vice President

EDC Executive Director:

- Janie Patch

Village Manager:

- Steve Jones

1. Call to Order: President Jim Meyers called the meeting to order at 7:02 a.m.
2. Approval of Minutes: Bill Pihos moved and Neil Dishman seconded the motion to approve the minutes of July 16, 2009. The motion passed with unanimous consent.
3. Treasurer's Report: The following balances existed as of July 31, 2009:

Total cash and bank accounts	\$ 67,012.50
Overall balance	\$ 50,122.72

Expenditures in the past month included \$10,000 to the Downtown Alliance to help fund downtown events. This is the fourth year of EDC funding support for the Downtown Alliance. The façade grant for the completed Teas and Toes improvement was also paid. Neil Dishman moved and Sandy Moore seconded the motion to approve the monthly financial report for July 16, 2009. The motion passed with unanimous consent.

4. Updates:

- a. Downtown Boutique Services: At the request of the Village administration, the EDC office emailed a survey in late July to 113 downtown business and property owners which requested their input on desired additional maintenance services beyond the current level of Village service. The low response rate may have been due to questions included in the survey asking for input on the willingness to pay for the additional services. Of the 15 responses received, complete removal of sidewalk snow after each event and regular salting are clearly desired; however, 80% of those 15 respondents are not willing to pay for this extra level of service. Results of this single survey are inadequate to draw conclusions about any consensus among downtown business and property owners as a whole regarding additional maintenance services.

Steve Jones commented that specialized services for the downtown core will need to be supported by a uniform system for payment such as through a special service area tax levy. The geographic area and scope of work would need to be clearly defined in order to develop cost estimates for additional snow removal services.

b. “OPEN” Banners Program: A requirement to collect and report sales tax to the State if the EDC sells banners to retailers has been confirmed. Janie Patch suggested simplifying the program design so that the EDC retains ownership of the banners rather than offering banners for sale. This program redesign will minimize administrative time needed to manage the program and avoid accounting fees involved in reporting sales tax. Eligibility could also be made more flexible by allowing retailers who are open on both Sundays and Thursday evenings to participate, rather than limiting it to the fewer number of “core hours” stores.

In discussion, Board members agreed to retain ownership of the banners. However, the program should only benefit those merchants who are observing “core hours” which involves being open seven days a week. Contact information for the manufacturer of the custom banners can be given to any other downtown merchant who wishes to purchase the same custom banner and banner bracket on their own. The volume order discount available to the EDC will not apply to single orders.

5. Retail Grant Assistance for Run Today, 476 Main Street: The business owner for Run Today contacted the EDC office on August 11 with documentation concerning additional build out expenses incurred as a result of the Village fire inspection. The itemized list of additional build out requirements totals \$1,619.00. A 50% matching grant for these work items is \$809.50. The budget balance available for new grant assistance is \$18,512.78. Life safety upgrades are eligible improvements under the retail grant program. The program provides that unforeseen changes to the project scope may be considered by the EDC Board for additional assistance.

In discussion, supplemental grant requests are not desirable but may not be completely avoidable when unforeseeable circumstances arise during interior build outs. The fire inspection necessarily must occur at the end of the build out process just before the business opens in order to evaluate evacuation pathways. In the future, grant applicants will be advised by the EDC office to make sure that basic life safety requirements have been considered up front in the preparation of their retail grant application. Steve Jones suggested that a contingency policy could be adopted to allow administrative approval of unforeseeable project change orders within 10% of the approved grant amount in order to simplify the process.

Neil Dishman moved and Sandy Moore seconded the motion to approve a 50% matching grant in the amount of \$809.50 for fire inspection related improvements needed to open

Run Today at 476 Main Street. The motion passed with 3 votes to approve and 2 opposed.

6. Special Service Areas (SSAs) Renewal Process: A powerpoint presentation was used to help illustrate a progress report from the EDC at the August 17 workshop session for the new Village Board. Jim Meyers encouraged EDC Board members to be mindful of key dates in the upcoming SSAs renewal process.

7. Adjournment: The meeting ended at 8:37 am.

8. Next Meeting Date: **September 17, 2009** **7:00 a.m.**

Attachments:

1. EDC Board of Directors Meeting Agenda dated 8/20/09
2. EDC Financial Report dated 7/31/09
3. Memo from Janie Patch to EDC Board re Retail Grant Assistance for Run Today, 476 Main, 8/14/09
4. Key Dates for Proposal of Economic Development SSAs
5. Memo from Staci Hulseberg to Steve Jones re SSA Renewals for Economic Development Activities
6. EDC Funding and Special Service Areas Fact Sheet, 7/14/09
7. Results of EDC Downtown Maintenance Survey, 8/3/09
8. Transcript of EDC Presentation and Business and Property Owner Comments to the Village Board during the March 16, 2009, Special Funds Budget Workshop
9. Outline of Powerpoint Presentation: "EDC Responsiveness for Results," for Village Board Workshop of 8/17/09
10. July 2009 Media Status Report, 8/13/09

Doug Armantrout, Secretary