Village of Arlington Heights
Arlington Economic Alliance
Virtual Meeting

August 19, 2020
7:30 AM

I. CALL TO ORDER

A. In response to the COVID-19 pandemic, this meeting is closed to in-person, public attendance. The meeting is being held virtually, which permits the public to fully participate via their computers or using their phones.

To participate in the virtual meeting, please follow these instructions: **https://bit.ly/3fOsp7a**

Individuals who wish to comment or ask a question on an item on the Agenda may either participate virtually or send an email to the Village at **mmertes@vah.com**. Please limit emails to 200 words or less. To be shared at the meeting, the email must be received by 3:00 p.m. on August 18, 2020.

II. ROLL CALL

III. APPROVAL OF MINUTES

A. Minutes 2/19/20

IV. REPORTS

A. Development Update

V. OLD BUSINESS

VI. NEW BUSINESS

A. Arlington Economic Alliance Budget - 2021
B. Covid-19 Relief Zero Interest Loan Program
C. Small Business Relief - Village Efforts

VII. OTHER BUSINESS

VIII. ADJOURNMENT

Persons with disabilities requiring auxiliary aids or services, such as an

American Sign Language interpreter or written materials in accessible formats, should contact David Robb, Disability Services Coordinator, at 33 S. Arlington Heights Road, Arlington Heights, Illinois 60005, (847)368-5793 (Voice), (847)368-5980 (Fax) or drobb@vah.com.

Arlington Economic Alliance
8/19/2020

Item: Minutes 2/19/20

Department: Planning & Community Development

ATTACHMENTS:

Description	Type
Minutes	Minutes

DRAFT

MINUTES OF THE MEETING OF THE ARLINGTON ECONOMIC ALLIANCE
HELD ON FEBRUARY 19, 2020 AT 7:30 A.M. AT THE VILLAGE HALL

MEMBERS PRESENT:
Scott Whisler – Chairman
Joyce Barabicho
Rich Casey
Matt Fink
Tony Guido
Lyndsay Holton-Crowe
Dave Parulo
Jon Ridler
Andi Ruhl
Andrew Stengren

MEMBERS ABSENT:
Rex Paisley
Brian Roginski

STAFF PRESENT:
Michael Mertes – Business Development Coordinator

ALSO PRESENT:
Melissa Cayer, Resident
Keith Moens, Resident
Scott Rowader, Special Events Commission

Call to Order
Chairman Whisler called the meeting to order at 7:35 AM.

Approval of Minutes – January 15, 2020
The meeting minutes of January 15, 2020 Arlington Economic Alliance meeting were reviewed.

JON RIDLER MOVED AND RICH CASEY SECONDED A MOTION TO APPROVE THE DRAFT JANUARY 15, 2020 ARLINGTON ECONOMIC ALLIANCE MEETING MINUTES. ALL ALLIANCE MEMBERS VOTED IN FAVOR OF THE MOTION.

Development Update
The Village is undertaking a rebranding effort. On February 17, the Village Board approved allowing Staff to negotiate a contract with the preferred vendor, Springboard, an Arlington Heights-based company. The focus of the project is to analyze current marketing efforts, create a new series of advertisements, and provide concepts for a potential new tagline and logo. Staff will provide an updated report to the Economic Alliance next month. Mr. Stengren wants to make sure that business community input is provided, and Mr. Mertes confirmed this. Chairman Whisler suggests the consultant review the dual nature of VAH.com and DiscoverArlington.com to determine their effectiveness.

Scratchboard Kitchen, a new breakfast and lunch restaurant coming to the Downtown, was recently approved for a liquor license and has been approved for zoning as well. Vasa Fitness is a proposed fitness center looking to redevelop the former Bif Furniture space at the Southpoint shopping center. This has been approved by the Design Commission and is going to the Plan Commission to amend the existing Planned Unit Development (PUD). There are also still plans to move forward with development of an outlot along Palatine Road.

At the Arlington Downs development, construction is underway on a 263-unit residential building. Future development, as currently approved, a 180-unit senior housing development, approximately 40,000 square feet of commercial space, a 116-room hotel, and a First Ascent rock climbing facility in the former water park space. Regarding industrial recruitment efforts, a Cook County Class 6b property tax abatement was approved by the Village Board on February 17 for 1455 W. Shure Drive. This involves the re-occupancy of the vacant 215,000 square foot building on the former Nokia campus. The tenant for this site, a warehousing and distribution operation, would bring 20-30 full time employees and over 300 part-time workers.

In addition, a Tax Increment Financing (TIF) District is proposed for the east side of the South Arlington Heights Road corridor between Seegers and I-90. The goal is to enhance reinvestment in the area to create a better sense of place. This involves improvements to corridor beautification, pedestrian mobility, signage, and overall economic development. Initial formal discussions on enhancements to the corridor stems from a meeting with Meet Chicago Northwest and Southtown hoteliers a few years back. Planning & Community Development Staff composed the South Arlington Heights Road Corridor Plan in 2018. However, a funding source is necessary for possible improvements, such as new crosswalks, landscaping, and medians, which explains the consideration of a TIF district. Staff will work with the Illinois Department of Transportation (IDOT) on any necessary approvals.

Chairman Whisler inquired about a new tenant at a spec industrial facility at 703-709 W. Algonquin Road. Mr. Mertes explained that Taiki USA relocated from Elk Grove, occupying 65,000 square feet within this building, bringing 60-70 employees to the community. About 70,000 square feet is still available in this new building, with a 190,000 square foot second phase anticipated to begin development soon. Work is also moving along on the Chez Hotel nearby.

Downtown Signage Update

Installation of the parking guidance system and upgraded lighting in the Vail Garage began this week, and is anticipated to take around 4-6 weeks to conclusion. Informational notices were mailed out to nearby Downtown businesses, and an e-blast was sent out on February 17. Blade signs for the Vail and North garages, and parking lot pole signage, are targeted for installation in April.

Buy Local Program Update

Mr. Mertes confirmed that Village Staff intends to implement this program in 2020. He wants to ensure that the program does not start, and then fall by the wayside due to focus on other projects, which could kill this "buy local" effort. He will continue to update the Alliance on this project. Ms. Holton-Crowe, who serves on the Alliance working group that provided input on this program, stated that she is also still reviewing the program's flyer/entry form. If Staff is getting assistance from an intern this summer, Chairman Whisler sees this as a project in which they might be able to assist.

Economic Alliance Work Plan for 2020

Regarding the Commission's 2020 work plan, Mr. Mertes summarized the discussion of the previous month's meeting as three projects:

1. Compose a longer Alliance newsletter, with distribution in the fall
2. Hold an Alliance Breakfast in the spring
3. Staff is to look for items to bring to the Alliance

At this time, no Commissioners had other projects to suggest to the Alliance.

Alliance Breakfast Update

Mr. Mertes, and an Alliance working group made up of Ms. Barabicho and Ms. Holton-Crowe, met on two occasions and continue to communicate regarding a proposed Alliance Breakfast program for April. The topic, as discussed previously by the Alliance, regards legislation affecting small businesses in 2020. The event date would tentatively be April 22, with April 29 as an alternative date depending on speaker availability.

Typically, past breakfast events have been held from 7:30-9:00am, but the working group wanted to see if 8:30-10:00am would be possible. Hey Nonny offered to host at no cost, simply just a charge for breakfast. The venue can hold around 90 attendees. The Commission was hoping to get the Village's State legislators to speak, but they will be in session in Springfield in late April. Ms. Holton-Crowe has reached out to her contact at the federal Small Business Association (SBA) as well.

Ms. Ruhl suggested local business attorneys who can discuss such new laws, although having some date flexibility to accommodate state legislators would be ideal, as they would be a draw to attendees. Mr. Guido noted that some past breakfast events have covered multiple topics. Mr. Mertes added that if the date of the event gets further into the year, a problem is that the information provided (small business legislation for 2020) becomes stale. So not having appropriate speakers may require the need for a different topic.

Regarding Hey Nonny as a location, Ms. Holton-Crowe noted that venue ownership showed that they can host a large group. Her company, Downtown Mediaworks, will also video record the program for free. Ms. Barabicho added that Hey Nonny would adjust the seating so that every part of the audience can see the stage, as done with larger performances at the venue. They will also accommodate meal restrictions. A few of the Commissioners commented that they liked Hey Nonny as a location.

Ms. Holton-Crowe explained that the working group considered moving the beginning of the event back to 8:30am (note: it has been 7:30am in previous years) in consideration of small business owners' schedules, especially those who need to drop their children off at school. That said, feedback from the rest of the Commission was desired. Mr. Parulo feels that 8:30am could be a little too late in the day, cutting into some peoples' work day, and that some of the audience may start leaving early to get back to their jobs. Mr. Guido added that many businesses open up by 9:00-9:30am, and Ms. Ruhl noted that a lot of retailers open at 10:00am. Mr. Ridler felt that ending at 10:00am was probably too late, but 9:30am might work. Starting at 8:00am, at the latest, was preferred by Mr. Fink. It was agreed by the Commission that 8:00am-9:30am would be reasonable.

Mr. Ridler said that he could provide local attorney contacts to the working group for their outreach. Mr. Mertes said that he would reach back out to the State legislators about any availability in late April or early May. He will also reach out to contacts at the Small Business Association (SBA) for speakers regarding federal business legislation.

Other Business

Mr. Mertes will be presenting the *Tax Base Expansion Report* to the Village Board on March 16. As a follow-up to the previous month's discussion, the Finance Department is updating the Village's ERP system, which will make accessing water bill information easier. Mr. Mertes also provided a calendar of 2020 Village Board meetings to the Commission, per their request from the previous month. Mr. Stengren volunteered to attend the March 16 meeting.

Regarding the letter sent by the Economic Alliance to the Village Board last spring, the Mayor and Trustees incorporated multiple aspects from this letter into their *2020-2021 Business Plan* (as quoted in the strategic plan):

- "Increase efficiencies throughout Village processes and procedures"
- "Address development opportunities throughout the Village, particularly in the Southtown and Uptown areas"
- "Improve the Village Gateways"
- "Evaluate a Southtown Entertainment District"
- "Identify potential new revenues not being utilized by the Village to offset State of Illinois actions and reduce the need for future property tax increases"
- "Increase marketing and recruiting of business"

While the Alliance's recommendations were not adapted as a whole, Mr. Mertes explained that elements from this letter were incorporated into the Village Board's strategic plan. They will also be analyzing the State's implementation of cannabis laws this year.

In regards to the planned breakfast event, Ms. Cayer asked if not providing food, and hosting the event at Village Hall, are two things that the Alliance could consider. Mr. Mertes replied that, as Hey Nonny is offering their space at no charge, this would help offset venue costs. In the past, food has been offered as well, which helps attract more attendees to the event. However, Staff will consider the use of public venues, where possible and appropriate, for future programs. Mr. Moens expressed his support for demand-side economic development efforts, and would like to see continued focus on the "Buy Local, Win Local" program.

Mr. Parulo requested a standing update on the status of the Arlington International Racecourse. Mr. Ridler said that the racetrack has released a schedule this year and plans to race in 2020. Mr. Stengren would like to see the Village look at the highest and best use of the property, in the event that the track should close down. Nevertheless, he understands that the property is under private ownership and that the Village is limited in terms of what they can actually do. Mr. Parulo concurred, adding that municipalities are responsible to have a long-range view of key sites. If such a time comes when the track might be redeveloped, Mr. Stengren feels the Alliance can provide salient feedback regarding Village plans for the site. Ms. Ruhl and Mr. Guido both expressed the iconic nature of Arlington International Racecourse and its presence in the Village.

The next meeting of the Arlington Economic Alliance is scheduled for Wednesday, March 18. Mr. Stengren volunteered to represent the Alliance by attending both Village Board meetings in March.

Adjournment

TONY GUIDO MOVED AND ANDI RUHL SECONDED A MOTION TO ADJOURN. ALL ALLIANCE MEMBERS VOTED IN FAVOR OF THE MOTION.

The meeting adjourned at 8:36 AM.

Scott Whisler, Chairman
Arlington Economic Alliance

Prepared by Department of Planning & Community Development

Arlington Economic Alliance
8/19/2020

Item: Arlington Economic Alliance Budget - 2021

Department: Planning & Community Development

ATTACHMENTS:

Description	**Type**
Proposed Alliance Budget (FY2021)	Exhibits

Item	FY '21 Proposed	FY '20 Approved	Notes
Photocopying	$300	$300	
Marketing & Communications	$4,000	$3,000	Alliance Newsletter Design, Printing, & Postage
Business Retention Outreach	$11,700	$12,700	Alliance Forum/Seminar & Venue
TOTAL	**$16,000**	**$16,000**	

Arlington Economic Alliance
8/19/2020

Item: Covid-19 Relief Zero Interest Loan Program

Department: Planning & Community Development

ATTACHMENTS:

Description	**Type**
COVID-19 Relief 0% Loan Application	Exhibits

Village of Arlington Heights

Small Business COVID-19 Relief

Zero Interest Loan Program Application and Procedures

Prepared by:
Village of Arlington Heights
Department of Planning & Community Development
Phone: 847-368-5200
Submit Questions to: SmallBusinessLoan@vah.com

Purpose

The Zero Interest Loan Program is designed to assist Arlington Heights independent businesses negatively impacted by COVID-19. The Village of Arlington Heights is offering a short-term interest-free loan that meet the criteria outlined below, pending funding availability. An eligible applicant will verify a loss of business due to State mandates.

Eligibility

Eligible Businesses. A for-profit business currently located within Arlington Heights that had to involuntarily cease operations, partially or completely, at their physical location due to COVID-19. Applicants must also meet the following criteria:

Must occupy no more than 5,000 square feet of gross tenant space.

Must be the business owner.

Must have a commercial location within the corporate boundaries of the Village of Arlington Heights.

Business must have had limitations placed on their ability to operate at full capacity at their physical location as a result of governmental orders in response to the COVID-19 pandemic.

May not be a national or regional franchise or chain. The proprietor may not have an ownership interest in the same business in more than two total locations.

May not own a business, or be a tenant at a property, that currently has an active Zero Interest Loan or Class 6b property tax designation approval from the Village.

Must have documentation showing a request for rent abatement/relief from their landlord, or mortgage relief from their lender, has been made.

Amount. If approved, an applicant is eligible to receive a loan of up to $10,000. The applicant will accrue no interest on the loan for a maximum term of three years, but no longer than the remaining lease term.

Loan Structure. All awardees will be required to enter into a Loan Agreement with the Village, which will include a personal guarantee. The structure for these loans is as follows:

The Village shall loan up to $10,000 at 0% interest.

The loan shall be disbursed after the applicant has provided the required documentation and signed a formal loan agreement with the Village. Loan funds will be provided in the form of a check or wire transfer.

The Village of Arlington Heights, at its sole discretion, reserves the right to decline applications or withhold loan payments for any reason.

The Village will invoice the loan recipient, for repayment, on a quarterly basis beginning January 2021. The loan must be repaid in full prior to expiration of the tenant's lease or December 31, 2023, whichever comes first.
Selection and Expiration. The Village will begin accepting applications on June 22, 2020. The deadline to submit a completed application is July 10, 2020 at 5:00 pm CST. All completed applications will be entered into a lottery. First priority will be given to businesses that have not received COVID-19 financial relief from the U.S. Small Business Administration (SBA), State of Illinois, Cook County, or other governmental entities. The Village may request additional information regarding the applicant's ability to repay the loan.

Procedural Requirements

All applicants must submit the following documents via the form below:

A. Zero Interest Loan Application Form (provided below)

B. Executed Lease or Property Ownership Documentation

C. Square Footage of Space (provide floor plan or other verification)

D. Documentation Verifying Business Ownership

E. Verification of Operational Limitations as a result of governmental orders in response to the COVID-19 pandemic

F. Copy of Rent or Mortgage Relief Request to Landlord or Lender

G. The Village May Require Additional Documentation or Information if Deemed Necessary

In order to qualify for the COVID-19 Relief Zero Interest Loan Program, the business owner must comply with all federal, state and local regulations. Village of Arlington Heights Staff will administer this program.

Selection

After submitting the application and supplementary materials, Village Staff will review those documents. Applicants may be asked to resubmit any and all documents, with requested changes made by Staff. All applications determined to be complete by Village Staff will be entered into a lottery, with loans awarded until program funds run out or the Village terminates the program.
The Department of Planning & Community Development will notify all selected recipients and provide the loan agreement for the applicant's review and signature.
In order for funds to be dispursed, all selected recipients must return an original signed Loan Agreement, as well as a personal guarantee from all owners with 20% or greater ownership stake, to the Department of Planning & Community Development. Following receipt of the signed Agreement, the Village will disburse the loan.

Submittal Checklist for Applicants

☐ **Completed Small Business COVID-19 Relief - Zero Interest Loan Program application**

☐ **Copy of lease or property ownership documentation**

☐ **Square footage of tenant space (provide floor plan, real estate brochure, etc.)**

☐ **Documentation verifying business ownership (should reference all individual owners and their share)**

☐ **Copies of documentation requesting financial relief from landlord or lending institution (letters, e-mails, or other correspondence)**

Name of Business (DBA)

Legal Name of Business

Applicant Full Name

First Name

Last Name

Legal Full Address

Street Address

City

State

Zip

Applicant Email

Applicant Phone Number

Size of Tenant Space (square feet):

Federal Employee ID # (FEIN):

Village Business License #:

Description of Business:

Have you received, or been approved for, a COVID-19 relief grant or loan from (check all that apply):

- ☐ U.S. Small Business Administration (SBA)
- ☐ State of Illinois
- ☐ Other Government Entity (e.g. Cook County, etc.)
- ☐ None

Was your business in operation, full-time, prior to March 15, 2020?

- ○ Yes
- ○ No

Did you have to completely or partially cease your operations due to State mandates regarding COVID-19?

- ○ Yes
- ○ No

Please explain:

How many years has your business been in operation in Arlington Heights?

- ○ 1-5 years
- ○ 6-10 years
- ○ 11-20 years
- ○ Over 20 years

Do you own or rent/lease your current location?

- ○ Own
- ○ Rent/Lease

How many people do you currently employ (full-time equivalent)?

How many people did you employ prior to March 15, 2020 (full-time equivalent)?

If selected and approved, how do you anticipate using these funds (check all that apply):

- ☐ Rent
- ☐ Payroll
- ☐ Utilities
- ☐ Supplier or Service Provider Payments
- ☐ Other Operating Costs

Attachments. Please attach the following documents below in the "Upload File(s)" section.

- ☐ Copy of lease or property ownership documentation
- ☐ Square footage of tenant space (floor plan, real estate brochure, etc.)
- ☐ Documentation verifying business ownership
- ☐ Verification of full or partial closure due to COVID-19
- ☐ Copy of documentation requesting financial relief from landlord or lending institution

Upload File: Copy of lease or property ownership documentation

Upload File: Square footage of tenant space (floor plan, real estate brochure, etc.)

Upload File: Documentation verifying business ownership

Upload File: Verification of full or partial closure due to COVID-19

Upload File: Copy of documentation requesting financial relief from landlord or lending institution

Statement of Understanding:

The Applicant agrees to comply with the guidelines and procedures of the Small Business COVID-19 Zero Interest Loan Program. All completed applications will be entered into a lottery. Selectees to be awarded until programmatic funds run out or the Village decides to terminate the program. This application for the Small Business COVID-19 Relief Zero Interest Loan Program is hereby believed to be complete and accurate.

Sign Here

First Name

Last Name

Email

☐ I agree to electronically sign and to create a legally binding contract between the other party and myself, or the entity I am authorized to represent.