



Village of Arlington Heights
Arlington Economic Alliance
Commissions Room 2nd Floor
Arlington Heights Village Hall
33 S. Arlington Heights Road
Arlington Heights, IL 60005
February 18, 2015
7:30 AM

I. CALL TO ORDER

II. ROLL CALL

III. APPROVAL OF MINUTES

- A. Minutes - 1/28/15

IV. REPORTS

- A. Development Update

V. OLD BUSINESS

- A. Discussion of Alliance Mission
- B. Alliance Breakfast (Spring 2015)

VI. NEW BUSINESS

VII. OTHER BUSINESS

VIII. ADJOURNMENT

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Item: Minutes - 1/28/15

Department: Planning & Community Development

ATTACHMENTS:

Description	Type
Minutes	Minutes

DRAFT

MINUTES OF THE MEETING OF THE ARLINGTON ECONOMIC ALLIANCE HELD ON JANUARY 28, 2015 AT 7:30 A.M. AT THE VILLAGE HALL

MEMBERS PRESENT:

Tony Guido - Chairman
Sue Duchek
Mike Field
Lisa Henderson
Jamie Janeczko
Regina Schlamp

MEMBERS ABSENT:

Gary Skiba
Scott Whisler

STAFF PRESENT:

Michael Mertes – Business Development Coordinator

ALSO PRESENT:

Jason Kuhl – Arlington Heights Memorial Library
Anita Pacheco – Arlington Heights Park District
Dave Parulo – Meet Chicago Northwest
Jon Ridler – Arlington Heights Chamber of Commerce
Neil Scheufler – Arlington Heights Special Events Commission

Call to Order

Chairman Tony Guido called the meeting to order at 7:37 AM.

Approval of Minutes – December 17, 2014

The meeting minutes of the December 17, 2014 Arlington Economic Alliance meeting were reviewed. Sue Duchek requested a change, reflecting an addition of “Residential Real Estate, Developer or Property Manager” as a business category type. This would be separate from “Commercial Real Estate, Developer or Retail Property Manager”, which would also remain a category type.

MIKE FIELD MOVED AND JAMIE JANECZKO SECONDED A MOTION TO APPROVE THE DRAFT DECEMBER 17, 2014 ARLINGTON ECONOMIC ALLIANCE MEETING MINUTES INCLUDING THE AFOREMENTIONED CHANGE. ALL ALLIANCE MEMBERS VOTED IN FAVOR OF THE MOTION.

Reports – Development Update

Michael Mertes announced that the first Zero Interest Loan has been approved by the Village Board. The \$10,000 loan was awarded to Kingsley + Ginnodo Architects, which is moving from a home-based location into commercial office space. On an additional note, 114 new businesses opened in Arlington Heights in 2014, adding 896 jobs to the community. These businesses are now occupying over 460,000 square feet of previously-vacant space.

Mr. Ridler inquired as to how the loan was funded and how many applications have been received. Mr. Mertes explained that a budget amendment from the general fund enabled this loan. In the future, rebates to the Village from Class 6b awardees will fund the Zero Interest Loan program. Until such rebates have been received, it is up to the Village Board’s discretion as to whether to fund potential future applications with budget amendments. Ms. Schlamp added that the loan for Kingsley + Ginnodo was the first to be approved. However, two other applications have been received, one of which was rejected while the other is still under review.

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Mr. Guido asked about the status of the Arlington Downs project. Mr. Mertes responded that tenants began moving into One Arlington in the fall. One Arlington is the apartment building that makes up the first phase of the development. Plans are to continue moving forward, potentially next year for the next phase, which would be a new hotel as well as a re-opened and expanded water park.

Discussion of Village Board Meeting (1/20/15)

Ms. Duchek reported on the feedback provided to the Alliance by the Mayor and Trustees at the January 20, 2015 Village Board meeting. Multiple Board members shared concerns regarding gaps in representation on the Alliance. The agenda item, to approve an updated version of the Alliance Code section 6-505 as recommended by the Alliance, was not voted and was pulled off the agenda for further discussion. Firstly, the Board spoke of their desire to have residential real estate represented on the Commission and in the Code, in addition to commercial real estate. Additionally they felt that retail and restaurant representatives should be considered for inclusion as voting members. Regarding the Park District and Library, while their input and collaboration is valued, their presence on the Alliance might be better suited in non-voting roles, perhaps in the form of providing occasional reports to the Alliance. Mr. Mertes concluded that the Board would like the Alliance to consider their thoughts and bring this item back at a future Committee-of-the-Whole meeting for formal discussion.

Regina Schlamp requested a list of the Alliance's current voting members and the business categories in which they represent. Ms. Duchek emphasized that the Board still wants the input of the Park District and Library. However, in seeing that there is an effort to expand the number of Alliance members, the Board feels that there are business types, such as retail and restaurant, which should be considered for newly created positions. Mr. Ridler inquired if adding two more positions (bringing the membership total to 15) might be valuable as it would incorporate the taxing bodies, as well as retail and restaurant representatives. Anita Pacheco stated that she would accept a non-voting role as long as the Park District's opinions were taken into consideration by the Alliance. Ms. Duchek clarified that the Park District's and Library's opinions would certainly be valued by the Commission. The suggestions made by the Village Board are ultimately about structure.

Mr. Field recommended that the Alliance vision and define its structure. What purpose does the Commission want itself to serve? How broad of a scope would the Alliance cover? Mr. Guido stressed the importance of considering the Library's and Park District's direction when making decisions and also keeping the lines of communication open to help support one another. Also, the Alliance Code section is outdated and it's important to modify it for the Commission's present needs. Ms. Schlamp suggested reviewing the current make-up of the business types on the Alliance currently and coming back to the next meeting with suggestions and ideas. Ms. Duchek added that the focus should cover the entire community, not just specific segments.

Ms. Janeczko noted that the Village Board is looking for dialogue with the Alliance regarding the update to the Code, and not simply a quick change to the language, to which Ms. Schlamp agreed. Regarding suggestions that the Park District and Library serve an ex-officio role, Ms. Pacheco requested that the School District serve the same role, seeing that the School District is also a taxing body and not a business entity.

Mr. Guido requested that the Alliance begin thinking about potential retailers and restaurateurs to fill potential voting positions. These positions cannot formally be added to the Alliance until the Village Board formally approves the Code change. Mr. Parulo asked if the changes to the Alliance body would fulfill the Alliance's mission. Is the request made by the Village Board to include retail and restaurant representative of the Commission's goals? This is the determination the Alliance needs to make.

Focusing beyond Downtown for new members was suggested by Mr. Ridler. Ms. Duchek feels that a good representative of a business category will represent the entire community and not just the geographic area from which they are located. Mr. Field pointed out that a non-voting member may feel less invested in the Commission than one with a vote. He feels that the input of a variety of groups and having balance is important.

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However, if the will of the group is to have a narrower focus and not include taxing bodies, then that is up to their discretion.

The Alliance agreed on Mr. Field's suggestion for the Alliance to make a determination at the next meeting and forward it to the Village Board. After review and recommendation in February, the Alliance will be placed on a Committee-of-the-Whole agenda sometime thereafter.

Making quorum will not be an issue moving forward, Ms. Janeczko feels, once the Alliance mission is approved and new positions are filled. She and Ms. Duchek agreed that in whichever form the Code changes are brought to the Village Board, justifying the changes should be the major focus. Ms. Duchek also reiterated that the major take-away from the previous week's Village Board meeting is that Alliance should be looking out for the interests of the business community in whatever form it chooses to sculpt its mission. Mr. Mertes will arrange placing the Alliance on a Committee-of-the-Whole agenda after the Code changes are recommended by the Commission for approval.

Alliance Breakfast (Spring 2015)

Mr. Mertes provided information pertaining to "Getting to Yes...", the theme of the fall 2008 Alliance Breakfast. If the focus of the annual Arlington Economic Alliance Breakfast is going to be on the Village's permitting process, Ms. Duchek recommended have one captivating speaker to engage the audience. Mr. Field agreed. People with expertise in certain areas can sit on the panel for discussion, but having a facilitator to keep the discussions lively is important as well. A roundtable discussion might be the ideal format for the topic. Mr. Parulo added that it would be useful to include any important changes to the Building Code or processes since the fall 2008 Breakfast. Highlight recent achievements. It is important to leave the audience with valuable information, stressed Ms. Pacheco. The attendees must have incentive to be there. Know the audience and what they will want to learn.

Mr. Ridler suggested having attendees submit questions ahead of time. This way, key concerns or items of interest can be addressed at the event. Also, business owners want to know how the inspection process works. What are the inspectors looking for? He added that signage has been discussed before and probably wouldn't be worth covering again. Ms. Henderson suggested looking beyond a question-and-answer format. Look to provide something different than what is expected.

Mr. Mertes asked if a smaller group would like to work on the Breakfast and bring back a proposed program to the entire Alliance. Lisa Henderson, Jamie Janeczko, Anita Pacheco, Dave Parulo, and Jon Ridler all offered to serve on a subcommittee to help create this Alliance Breakfast. Having a good draw is important too, added Mr. Guido. Neil Scheufler feels that attendees will want to know what the Village expects them to have ready before conducting inspections. A "how to" would be more valuable than just reciting Code language.

Mr. Parulo commented that a focus could be on opening and developing a business in Arlington Heights. Incentives, development opportunities, and other such pertinent information would be useful. Adding to this, Mr. Ridler would like to see a focus placed on retention and expansion: how to grow your business in Arlington Heights. Mr. Guido suggests marketing and utilizing social media as a good complement for a growth and retention program. Jason Kuhl added that the Library offers several resources for Arlington Heights businesses as well.

To summarize, Mr. Parulo suggested committing to a theme for the event. Ms. Henderson recommended that that subcommittee meet and present a proposal to the Alliance at the next meeting. Both Ms. Janeczko and Mr. Ridler also see the Breakfast as an opportunity for the new Village Manager, Randall Recklaus, to provide his thoughts and vision for the community.

Potential Projects for 2015

Discussion of projects for 2015 will be continued once the Alliance Code section is updated and approved.

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Other Business

Mr. Mertes requested topics of interest for the spring Alliance newsletter. Mr. Scheufler announced that the Taste of Arlington and the Mane Event would be held August 7-8. The Arlington Million at Arlington Park will be held the following weekend on August 15.

Adjournment

REGINA SCHLAMP MOVED AND JAMIE JANECZKO SECONDED A MOTION TO ADJOURN. ALL ALLIANCE MEMBERS VOTED IN FAVOR OF THE MOTION.

The meeting adjourned at 8:46 AM.

Tony Guido, Chair
Arlington Economic Alliance

Prepared by Department of Planning and Community Development



Item: Discussion of Alliance Mission

Department: Planning & Community Development

ATTACHMENTS:

Description	Type
Alliance Code Section 6-505 (Edited)	Exhibits
Alliance Membership Options	Exhibits

AN ORDINANCE AMENDING CHAPTER 6
OF THE ARLINGTON HEIGHTS MUNICIPAL CODE

BE IT ORDAINED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF ARLINGTON HEIGHTS:

SECTION ONE: That Chapter 6, Boards and Commissions, Section 6-505, The Arlington Economic Alliance, of the Arlington Heights Municipal Code, be and is amended as set forth below (additions are shown by highlighting and deletions are shown by strikeout):

Section 6-505 The Arlington Economic Alliance. There is hereby created the Arlington Economic Alliance.

- a. Intent and Purpose. To provide for an appointive, advisory body whose purpose shall be to promote existing businesses and attract new businesses to the Village and to develop and support programs in order to foster and support a Village-wide initiative towards the promotion of quality economic development.
- b. Members. The Arlington Economic Alliance shall consist of ~~44~~ **13** members, either residents of the Village or individuals working for a business located in the Village, appointed by the Village President, by and with the advice and consent of the Board of Trustees. There shall also be one member of the Village staff, appointed by the Village Manager, serving as ex-officio member.
- c. Tenure. All members of the Arlington Economic Alliance shall serve terms of three years or until their successors are appointed and have qualified. The terms of members shall be staggered so that no more than ~~four~~ **five** members shall be appointed or reappointed in any one year, unless a vacancy exists. Vacancies shall be filled only for unexpired terms. ~~With the exception of members holding initial terms of one or two years, no member shall serve more than one term in a category. Members, holding initial terms of one or two years may be reappointed for a second term.~~ Annually, the Village President shall, with the advice and consent of the Board of Trustees, designate one of the members of the Arlington Economic Alliance to be chair. No person shall serve as chair more than three consecutive years, unless the Village President determines that continued service as chair is in the best interests of the Village.

In addition to the ~~two~~ staff members serving ex-officio, membership of the Arlington Economic Alliance shall consist of individuals representing the following organizations or types of business. ~~The number of years for each appointee's initial term is also listed.~~ With the exception of the representative of the top twenty employers, each organization or type of business shall have one representative on the Arlington Economic Alliance. There shall be two representatives from top twenty employers, but they shall be from different employers. For any of the categories of members, if a classification cannot be filled from the designated category, the appointee may be from any business within the community.

<u>Organization or Type of Business</u>	<u>Length of Initial Term</u>
Business Representative	1 year
Top Twenty Employer - two	2 years
top twenty employer	3 years
Industrialist	1 year
Financial Institution	2 years
Commercial Real Estate, Developer or Retail Property Manager	3 years
Hospitality Industry	1 year
Automobile Dealer	2 years
Higher Education	3 years
Chamber of Commerce	1 year
Central Business District Association Downtown Business Owner	2 years
Convention and Visitors Bureau	
Arlington Heights Memorial Library	
Arlington Heights Park District	

- d. Compensation. Members of the Arlington Economic Alliance shall serve without compensation. Authorized travel expenses shall be reimbursed in accordance with Village Travel Regulations.
- e. Powers, Duties and Responsibilities. The Arlington Economic Alliance shall have such powers, duties and responsibilities as are assigned by the Village President and Board of Trustees, to include those enumerated below:
1. The Arlington Economic Alliance shall prepare, adopt and maintain such rules and regulations as are necessary to conduct the business of the Arlington Economic Alliance.
 2. The Arlington Economic Alliance shall promote economic development by activities including, but not limited to, the following:
 - a) Advising the Village on the development and implementation of ~~Developing and implementing a~~ business retention/expansion programs;
 - b) Advising the Village on the implementation of ~~Developing and implementing a~~ marketing program to attract new business and industry;
 - c) Monitoring business activity and trends on the local, state, and national levels;
 - d) Establishing a focal point for businesses to approach and discuss issues that affect them;
 - e) ~~Assisting business through mechanisms such as seminars and university programs; and~~

~~f~~e) Researching and advising the Board of Trustees, Village Manager and boards and commissions on matters relating to economic development.

gf) Annually, not later than the beginning of the fiscal year, submit to the Village Board for approval, a statement of its goals and objectives and procedures for accomplishing them.

f. Meetings, Quorum, Voting. Regular meetings of the Arlington Economic Alliance shall be scheduled on a quarterly basis at a date and time to be determined by the Arlington Economic Alliance and announced in the Village calendar and other appropriate media. Special meetings may be called by the Village President, the Board of Trustees, ~~the Liaison Committee of the Board of Trustees~~, the Chair of the Arlington Economic Alliance or a quorum of the Arlington Economic Alliance. ~~Six~~ **Seven** members shall constitute a quorum. The Chair shall vote with other members of the Arlington Economic Alliance.

g. Records and Reports. The Arlington Economic Alliance shall keep written records of its proceedings, which records shall be open at all times to public inspection. An annual report shall be made to the Board of Trustees, to include matters before the Arlington Economic Alliance and their status.

SECTION TWO: This Ordinance repeals all ordinances or parts of ordinances in conflict with the provisions hereof, and shall be in full force and effect from and after its passage and approval and publication in pamphlet form in the manner provided by law.

AYES:

NAYS:

PASSED AND APPROVED this 20th day of January, 2015.

Village President

ATTEST:

Village Clerk

Alliance Membership Options

Alliance Membership - Current and Potential Options

February 2015

TYPE (# of Members)	CURRENT (11)	PROPOSED (13)	OPTION 1 (13)	OPTION 2 (13)
Arlington Heights Memorial Library		x		
Arlington Heights Park District		x		
Automobile Dealer	x	x	x	x
Business Representative	x		x	
Chamber of Commerce	x	x	x	x
Convention & Visitors Bureau		x	x	x
Downtown Business Owner (Central Business District Association)	x	x	x	x
Education	x	x		x
Financial Institution	x	x	x	x
Hospitality Industry	x	x	x	x
Industrialist	x	x	x	x
Real Estate, Developer or Retail Property Manager		x		
Real Estate, Developer or Retail Property Manager - Commercial	x		x	x
Real Estate, Developer or Retail Property Manager - Residential			x	x
Restaurateur			x	
Retailer			x	
Retailer/Restaurateur				x
Top Twenty Employer	x	x	x	x
Top Twenty Employer	x	x		x

Ex-Officio
CVB
Library
Park Dist.
Special Events

Ex-Officio

Special Events

Ex-Officio
Education
Library
Park Dist.
Special Events

Ex-Officio

Library
Park Dist.
Special Events

Current:Organization or Type of Business (11 members)

Business Representative

Top Twenty Employer - two

Industrialist

Financial Institution

Commercial Real Estate, Developer or Retail Property Manager

Hospitality Industry

Automobile Dealer

Higher Education

Chamber of Commerce

Central Business District Association

Ex-Oficio

Convention and Visitors Bureau

Arlington Heights Memorial Library

Arlington Heights Park District

Special Events Commission

Proposed:Organization or Type of Business (13 members)

~~Business Representative~~

Top Twenty Employer - two

Industrialist

Financial Institution

Real Estate, Developer or Retail Property Manager

Hospitality Industry

Automobile Dealer

Education

Chamber of Commerce

~~Central Business District Association~~

Downtown Business Owner

Convention and Visitors Bureau

Arlington Heights Memorial Library

Arlington Heights Park District

Ex-Oficio

Special Events Commission

Option 1:

Organization or Type of Business (13 members)

Business Representative

Top Twenty Employer ~~two~~

Industrialist

Financial Institution

Residential Real Estate, Developer or Retail Property Manager

Commercial Real Estate, Developer or Retail Property Manager

Hospitality Industry

Automobile Dealer

Education

Chamber of Commerce

Downtown Business Owner

Convention and Visitors Bureau

Retailer

Restaurateur

~~Arlington Heights Memorial Library~~

~~Arlington Heights Park District~~

Ex-Oficio

Education

Arlington Heights Memorial Library

Arlington Heights Park District

Special Events Commission

Option 2:

Organization or Type of Business (13 members)

Top Twenty Employer - two

Industrialist

Financial Institution

Residential Real Estate, Developer or Retail Property Manager

Commercial Real Estate, Developer or Retail Property Manager

Hospitality Industry

Automobile Dealer

Education

Chamber of Commerce

Downtown Business Owner

Convention and Visitors Bureau

Retailer/Restaurateur

~~Arlington Heights Memorial Library~~

~~Arlington Heights Park District~~

Ex-Oficio

Arlington Heights Memorial Library

Arlington Heights Park District

Special Events Commission