

UPTOWN SPECIAL SERVICE AREA #34

ADVISORY COMMISSION MEETING - TUESDAY, JANUARY 24th 2017

First Floor Conference Room - Bridgeview Bank Building (4753 North Broadway)

MEETING MINUTES

Commissioners Present: Josh Reitman (Vice-Chair), Noreen Keeney (Secretary), Kelly Cheng, Jared Dolan, Mark Heffron, Patti Eick-Hutzel, Jacob Karaca, Lesley Showers, Karl Sullivan, Marc Vuong

Commissioners Absent: Terry Tuohy (Chair), David Rettker (Treasurer), Chip Long

Other in Attendance: Martin Sorge, Executive Director (Uptown United)
Justin Weidl, Business District Manager (Uptown United)
Greg Carroll, Director of Partnerships and Events (Uptown United)
John Blick, Director of Business Services (Business Partners)

Meeting called to order at 4:34pm

PREVIOUS MEETING MINUTES

On acceptance of minutes for the below meeting:

Motion to accept December 7, 2016 minutes.

VOTE: Cheng, Motion; Vuong, 2nd. Unanimous by voice vote.

BUDGET AND FINANCIAL REPORT

Statement of Financial Position and Budget vs. Actuals through December 31, 2016 were presented by Justin Weidl. Accounts receivable of \$29,207.00 is remaining amount of TIF Rebate which will be paid by the City over a multi-year span. Budget vs. Actuals were presented as cash basis and as accrual basis through December 31. The 2015 "current" collection ended \$8,173 less than budgeted. Additionally, late collections which were budgeted to collect \$20,000 has rebated \$8,516. Income for 2016 ended \$36,689 short. The only expense that went over budget was personnel cost for Project Administrator. This is an hourly position and the additional expense is due to unfilled staff positions during 2016. All other personnel categories ended under budget. Budget vs. Actuals were presented for 2017 as cash basis and as accrual basis. The Site Marketing category is projected to go over-budget due to a CoStar subscription. Budget will be amended before October 1027 when the subscription payment is due.

CURB APPEAL REBATE PROGRAM

Justin Weidl presented a Curb Appeal Rebate application from Jennifer Pham for a business located at 1069 West Argyle, Suite A. The project for Mini Tx Pharmacy includes a new awning, window graphics, and a dimensional sign for the front of the business. The total project cost is estimated at \$18,489 and the applicant is requesting a \$5,000 rebate.

Motion to approve Curb Appeal Rebate application for Mini Tx Pharmacy for up to \$5,000.

VOTE: Reitman, Motion; Cheng, 2nd. Unanimous by voice vote.

Justin Weidl presented a Curb Appeal Rebate application from Jack Pham for a business located at 1069 West Argyle, Suite B. The project at AW Physical Rehab / Medical Center includes a new awning. The total project cost is estimated at \$8,000 and the applicant is requesting a \$4,000 rebate. Cheng noted that the cost of the awning is \$4,000 and the other \$4,000 is for general contractor fees and create fees. Reitman noted that this business has a small amount of street frontage and that the space is owned by the same person as Mini Tx Pharmacy. Cheng recommended providing a 50% rebate for the cost of the awning only.

Motion to approve Curb Appeal Rebate application from AW Physical Rehab for up to \$2,000.

VOTE: Cheng, Motion; Vuong, 2nd. Unanimous by voice vote.

Justin Weidl presented a Curb Appeal Rebate application from Oanh Ngo for a new restaurant to be located at 1113 West Argyle. The project for Hong Ngu restaurant includes new signage and lighting. The total project cost is estimated at \$6,297.13 and the applicant is requesting a \$3,148.56 rebate.

Motion to approve Curb Appeal Rebate application for Hong Ngu for up to \$3,148.56.

VOTE: Karaca, Motion; Keeney, 2nd. Unanimous by voice vote.

Justin Weidl presented a Curb Appeal Rebate application from Dew Suriyawan for a restaurant located at 4949 North Broadway. The project for Immm Rice & Beyond includes a round hanging sign and channel logo box for the window. The total project cost is estimated at \$8,100 and the applicant is requesting a \$4,050 rebate. Eick-Hutzel noted that signs should be designed as a permanent storefront element per the Curb Appeal Rebate application. The application also states that interior improvements are ineligible. For these reasons, she recommends only providing a rebate for the round hanging sign, as the channel logo box is located on the interior and is not a permanent fixture.

Motion to approve Curb Appeal Rebate application for Immm Rice & Beyond for up to \$2,150.

VOTE: Karaca, Motion; Cheng, 2nd. Unanimous by voice vote.

SECURITY REBATE PROGRAM

Justin Weidl presented a Security Rebate application from Dew Suriyawan for a restaurant located at 4949 North Broadway. The project for Immm Rice & Beyond includes a security camera system with eight (8) dome cameras. The total project cost is estimated at \$3,000 and the applicant is requesting a \$1,500 rebate. Vuong noted that one quote states the cameras will be 1080p hi-def and the other does not clarify. He asked staff to revise the Security Rebate Program application to recommend 1080p hi-def or higher quality.

Motion to approve Security Rebate application from Immm Rice & Beyond for \$1,500.

VOTE: Cheng, Motion; Reitman, 2nd. Unanimous by voice vote.

COMMUNITY EVENT GRANT

Justin Weidl presented three Community Event Grant applications from Business Partners – the Chamber for Uptown. The grants would help fund Halloween Events, Windy City RibFest, and the Winter Walk on Wilson.

Motion to approve Community Event Grant applications from Business Partners for \$11,500.

VOTE: Reitman, Motion; Cheng, 2nd. Unanimous by voice vote.

Justin Weidl presented three Community Event Grant applications from Uptown United. The grants would help fund the Argyle Lunar New Year Parade, Argyle Night Markets, and Uptown Saturday Nights.

Motion to approve Community Event Grant applications from Uptown United for \$7,500.

VOTE: Cheng, Motion; Keeney, 2nd. Unanimous by voice vote.

GRANT AND REBATE PROGRAMS SUBCOMMITTEE MEETING

Upon the request of Vice-Chair Reitman, the Grant and Rebate Programs Subcommittee shall meet on Tuesday, February 28th at 4:30pm in the first-floor conference room of the Bridgeview Bank Building (4753 North Broadway). The subcommittee shall review and approve or deny all grant and rebate program applications received between January 25th and February 28th.

NEXT MEETING

Next meeting is scheduled for Tuesday, March 28th, 2017 and will be held in the first-floor conference room of the Bridgeview Bank Building (4753 North Broadway).

ADJOURNMENT

Motion to adjourn at 5:39pm. VOTE: Reitman, Motion; Cheng, 2nd. Unanimous by voice vote.

Meeting minutes approved at March 28, 2017 meeting