



Village of Lombard

Village Hall
255 East Wilson Ave.
Lombard, IL 60148
villageoflombard.org

Minutes

Economic & Community Development Committee

*Trustee Peter Breen, Chairperson
Trustee Keith Glagnorlo, Alternate Chairperson
Dennis McNicholas, Matthew Phillips, Garrick Nielsen,
Jodee Baker, Matthew Pike, Joe Glazier, Jr.,
Brenda Gannon and Angel Camacho
Student Member Jolie-Grace Wareham
Staff Liaison: William Heniff*

Wednesday, October 5, 2011

7:00 PM

Village Hall - Community Room

1.0 Call to Order and Pledge of Allegiance

The meeting was called to order by Chairperson Breen at 7:03 p.m.

Chairperson Breen led the Pledge of Allegiance.

2.0 Roll Call

Present 8 - Trustee Peter Breen, Dennis McNicholas, Jodee Baker, Brenda Gannon, Matthew Pike, Joe Glazier Jr., Matthew Phillips, and Jolie-Grace Wareham
Absent 2 - Garrick Nielsen, and Angel Camacho

Also in attendance: Christopher Stilling, AICP, Assistant Director of Community Development; Karen Stonehouse, AICP, Executive Director of Lombard Town Centre; Dan Wittington, President of Lombard Town Centre; Tom Masterson; and Janet Downer, Administrative Coordinator.

3.0 Public Participation

Tom Masterson spoke regarding Lombard Town Center (LTC). He stated he has been a building owner for 17 years, is a founding member of LTC and was their first president. He thanked the LTC members for their involvement even though most of them do not own property or live there.

He noted that the Main Street concept evolved after Village President Bill Mueller visited Springfield and came back with the idea of having one here. In 2001 the program was instituted. The Main Street program is based on a 4 point approach: organization, promotion, design and economic restructuring with community involvement being the core. These guidelines seemed to have slipped due to the Village directing the LTC to concentrate on filling vacancies instead of on the 4 point approach. The casualty of this direction resulted in a 50% membership decrease over the last 2 years. He compared how the Lombard Historical Society, which serves the same town and same area, has enjoyed increased membership. The Economic and Community Development Committee (ECDC) needs to have a good

working relationship with LTC and hold them accountable as the last Committee did not care. Referencing the grant which was discussed at the April 6 meeting, he noted how LTC was not even asked for any of their input. We need to go back to the 4 points because if those are not followed you will encounter problems.

Mr. Masterson then addressed the task of filling vacancies in the Downtown. He noted that this is a difficult task as most of the buildings in the Downtown are substandard. They were built in the 1930's and the small spaces reflect that. Prospective tenants find it difficult and cost prohibitive to come in under these conditions. He noted how the Downtown Revitalization Plan reinforces the concept of combining multiple spaces into one instead of filling one building as it currently exists.

Lastly, the Committee needs to decide on how to move forward. Do we proceed with the Main Street program and the concepts that are part of their approach or will the Village decide what they are to focus on. He liked the idea of having a Main Street program.

4.0 Approval of Minutes

On a motion by Glazier and seconded by Pike the minutes of the September 7, 2011 meeting were unanimously approved by the members present with the following corrections:

- 1. Chairperson Breen noted that his "aye" vote should be included on Page 4.*
- 2. Joe Glazier noted that the roll call should be amended to show that Keith Giagnorio was not in attendance.*

5.0 Unfinished Business

There was no unfinished business.

6.0 Information Only

1. Lombard Town Centre Policy and Code Recommendations

Mr. Stilling referred to staff's memo which updates the Committee on LTC's policy and code recommendations. He noted that they are currently conducting a business survey in the Downtown and their findings will be presented to the Committee at the next meeting.

2. Union Pacific Railroad Letter - West Line Improvement Project Status

As a point of information, Chairperson Breen mentioned that he had a copy of a letter he received today outlining the Village's response to the development of the Metra pedestrian tunnel. This letter also addressed the property damages the Prairie Street residents encountered.

7.0 New Business

110623

Lombard Town Centre 2012 Funding

Request to review and discuss background information relative to Lombard Town Centre's request for 2012 funding.

Chairperson Breen noted that this item is for discussion only and would be voted on at the next meeting in November.

Dan Whittington, President of Lombard Town Centre (LTC), stated that LTC needed more time to file a request for funding. He noted that they have not been operating as a Main Street Organization as the program itself has been put on hold due to a lack of participation. He stated that one of the requirements will be that you need to have a full-time position. Currently, the Main Street Organization is not providing any training or architectural help, therefore, they have chosen not to fill the Design Committee until they can find someone who is qualified. LTC is currently looking at funding through two different requests.

Mr. Whittington noted they have two active committees which is outlined in the package the Committee members received. The LTC promotes various events and activities such as the golf outing, pub crawl, swap meet, Jinglebell Jubilee, Passport Program and Spooktacular. He mentioned how they are changing the Spooktacular event day from Saturday to Sunday this year in order to accommodate some requests. They are currently conducting a Survey of Businesses as an outreach effort in order to understand what policies and methods would be effective for the LTC to undertake or continue. He asked if anyone had any questions.

Chairperson Breen summarized LTC's funding requests. Option 1 was to remain status quo and ask for \$38,500. Option 2 was to return to Main Street status and ask for \$53,000.

Christopher Stilling noted that Exhibit B in staff's package gives a snapshot of LTC as to its history, structure, funding, and goals and how they have progressed.

Chairperson Breen asked if staff currently had a recommendation as to which option they preferred. Mr. Stilling answered that staff will work with whatever is decided.

Dennis McNicholas stated that the Committee needs to think differently about LTC. This discussion comes up every year when the request for funding is made. The Board of Trustees recognizes their function and it is a matter of whether the Village wants to employ someone to do it or have the LTC continue to do it. Other areas in town such as the Westmore Meyers Corridor or the Roosevelt Road Corridor could ask why they do not have a coordinator. Given all of the data that is presented along with LTC's efforts, LTC's membership continues to drop. In the future we need to consider if it can be independently viable, if it is to be permanently funded and if LTC is going to live for another year. If so, what amount will they need? We do not want LTC membership to wonder if they should continue with their efforts. He questioned if the focus was wrong and instead need to proactively address other concerns.

Addressing the Committee members, Chairperson Breen summarized that this is not a long-term plan and there is no certainty for LTC or for Village funding so this should be considered. It would be nice to have a plan in place but we are at "ground zero". We would like to see a proposal going forward and theories as to why.

Chairperson Breen asked if the Illinois Main Street Program was dead. Mr. Whittington answered it was on life support. Karen Stonehouse stated that it is being revitalized and is now part of the Department of Commerce & Economic Opportunity. The Main Street folks are visiting every Main Street and assessing them to see what they can provide. Mr. Whittington indicated that Main Street has failed us for two years. There is a lack of funding and not enough personnel. Before we decide we want to see where they will be accredited.

Matt Phillips stated consideration should be given as to what hoops you have to jump through to be part of the Main Street Program and if it is worth it. Mr. Whittington

indicated that in 2001 it was a very good program. They had repeated success with their 4 point system. The last 2 years, it has been nothing. They get some training out of it but the whole Board needs to be trained which involves travel and cost. As their memberships evolves, training can become costly so it is important to have longevity with the Board.

Brenda Gannon had two questions: 1. If the Main Street Program comes back into existence and we choose to keep a part-time position, will you still be able to focus on the 4 point approach; and 2. If we went for Option 2, which provides for a full-time position, what would be the things that you would like to get done and be on your wish list that you cannot do now.

Karen Stonehouse answered that there is nothing that prevents us from focusing on those things. She mentioned her job duties and how the Village wishes her to spend her time on filling vacancies. The committees are currently supported by her but they work on their own for promotional activities. I could get more done spending it on economic restructuring and outreach things. We would like to work with the committees to have maps of the Downtown businesses and some projects could be more robust instead of spending time on retail improvement.

The main benefit of remaining a Main Street organization is the training for the board members. It is extensive and gives an in-depth understanding of the components that make a downtown successful. There are no other places to get that. She mentioned there are other training options but are expensive. Recently a bill was passed to re-establish Main Street and it will be good if they do.

As to question #2 - Currently her day is full and never has enough time as she juggles answering phones, responding to requests for available properties, Spooktacular applications and people coming to the window. She would prefer to concentrate on proactive projects. Right now it is a lot of responsiveness. She has been tracking her time in detail and wishes to share that with the Committee members. She does not feel like she is out there enough looking for businesses to come in and that is something that is time consuming.

Jodee Baker asked how long the LTC has been in existence. Mr. Stilling answered since 2005. Ms. Baker asked if the Director position was always part time. Mr. Stilling answered no. Ms. Baker relayed her experience in Downers Grove and how they restructured their downtown. It has since been revitalized and the model they used has worked. They hired a full time downtown manager and that was the kick off as to how it came about. They have a 96% occupancy rate. She suggested we use a model such as theirs because it is successful. Ms. Baker asked Tom Masterson if there is a good relationship between the old and new property owners. Mr. Masterson answered no - our vacancies are the result of buildings being substandard and in disrepair. Also, the Village does not enforce code and if you are caught violating code, the Village does not fine the owners in Downtown Lombard. They will send you letters asking for compliance instead of using hard tactics. He exemplified the weeds on the north side of the tracks stating the same problem exists year in and year out.

Ms. Baker stated that a monetary fine could be an incentive for the Village.

Mr. Stilling clarified that TIF funds are used to fund the LTC unlike other downtown organizations who have special assessment areas which is a special tax on the downtown property owners. This method forces them to be engaged. TIF funds are discretionary dollars. It is for this reason that there is a challenge as to having another mechanism for funding and that is why the LTC has to come before us every

year. At the next meeting staff will provide a status of TIF funds and there are concerns about TIF dollars being available due to rebaselining and a possible decline in property values.

Mr. McNicholas stated that he mentioned the special assessment three meetings ago. It is way of forcing property owners to indirectly contribute towards the budget. Maybe that should be part of the long-term plan to use the TIF and then in the future, replace it with a special service area. Mr. Stilling added that in order for the special service area to come into existence, a majority of the property owners have to agree to the idea.

Ms. Stonehouse indicated that might be a smart idea for the long term but right now it would not work and there would be a revolt. She compared other downtowns with Lombard noting that others have civic and community centers located there. This gives a daytime pop to the area and without that it is difficult for businesses there to survive on a one-time meal. We shouldn't have to look for businesses to fill the Downtown - when you have a great downtown, there are reasons that businesses will want to be located there. Finding ways to get daytime foot traffic down there is another discussion and a core of the problem.

Chairperson Breen mentioned that this item would ultimately be reviewed by the Board of Trustees, of which he is a part. He strongly encouraged them to concentrate on the following items:

- * Be very specific with the SMART Goal section
- * Option 2 for a Full Time Director - Be specific as to what you would accomplish with the extra hours and have the goals be measurable
- * Address pages 6 & 7 of staff's memo dated April 5, 2011, specifically, under the heading "Village Operations" and attack that portion giving us everything that would be done if you take over and the LTC gets funded

Jolie-Grace Wareham stated that as a student member she and others in her age group find Downers Grove to be "kid friendly" unlike Lombard. She asked LTC what they could do to change this so she could go back to her fellow students, get the word out and create some excitement. Ms. Stonehouse mentioned that she and Jolie-Grace were already scheduled to meet in the near future. She added that kids need places to hang out - having outdoor spaces that you can bike or walk to - and is looking forward to getting their suggestions so she knows what they are looking for. Ms. Wareham confirmed that she could get a group together at Key Club and have a meeting at school. Kids would like to get involved.

Joe Glazier asked how much money has gone towards the Director salary since 2005. Mr. Whittington confirmed that Laura's salary was \$50,000 per year and after she left, they kept whatever was left over. The most recent funding was based on their reserve balance. That balance has gone down paying for such things as rent, electricity, subscriptions, advertising, and Spooktacular. We do not have a lot of excess money but we are using reserves.

Addressing the members of LTC, Chairperson Breen asked if LTC would be finished if funding is not approved. Mr. Whittington answered yes.

Mr. Phillips asked if they would further address the SMART goals. Mr. Whittington answered yes because this was not a full year of goals just from April until now.

Mr. Masterson addressed a prior comment made about LTC becoming economically independent. He stated that is not a reality. St. Charles gets their funds from the

parking revenue. Other municipalities have other gimmicks that provide indirect funding. Their Main Street Program funding is 1/3 municipal, 1/3 promotion and 1/3 membership but that is not a reality. We need to look at long-term funding.

Chairperson Breen asked if there were any other accrediting agencies. Mr. Whittington answered he was not aware of any. Ms. Stonehouse stated that there are certain benefits that carry over with an organization. Since there is turnover in LTC, this provides some consistency and these are important things.

Mr. Masterson stated that the ECDC members should understand what a Main Street Organization is and if they are meeting the Main Street Program. He felt that the ECDC has to have a working relationship with the LTC in order for them to understand the process. He finds that this is not the case as he has read through 2 year's worth of minutes and not once was LTC referred to.

Chairperson Breen indicated that LTC's proposal will be received one week prior to the next meeting so he asked Mr. Masterson to keep this timeframe in mind and provide his comments to staff ahead of time so they can be included.

8.0 Development Update

Mr. Stilling noted that the sheet provides an update of development activity. Topo Gigio has been purchased and will be reopened as a new restaurant. Chick-Fil-A is under construction, the old Firestone will be coming down and Chase Bank will take its place with Firestone moving to Roosevelt Road.

He mentioned he attended the International Council of Shopping Centers (ICSC) seminar where all retailers and municipalities come together and talk about opportunities. This was a good indicator as to where retail development work is going. Overall, we are starting to see a trend in the right direction.

9.0 Other Business

There was no other business.

10.0 Adjournment

On a motion by Glazier and seconded by Baker the meeting adjourned at 8:03 p.m.



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Staff Liaison: William Heniff*

Wednesday, November 9, 2011

7:00 PM

Village Hall - Community Room

1.0 Call to Order and Pledge of Allegiance

The meeting was called to order by Chairperson Breen at 7:02 p.m.

Chairperson Breen provided the audience with background on the format of the meeting.

2.0 Roll Call

Present 8 - Trustee Peter Breen, Keith Giagnorio, Dennis McNicholas, Matthew Pike, Joe Glazier Jr., Matthew Phillips, Jolie-Grace Wareham, and Angel Camacho
Absent 3 - Garrick Nielsen, Jodee Baker, and Brenda Gannon

Also present: William Ware, Trustee District 6; William Heniff, AICP, Director of Community Development; Christopher Stilling, AICP, Assistant Director of Community Development; Karen Stonehouse, AICP, Executive Director of Lombard Town Centre (LTC); and Dan Whittington, President of LTC.

3.0 Public Participation

There were several members in the audience present to discuss the LTC funding.

4.0 Approval of Minutes

On a motion by Glazier and seconded by Pike the minutes of the October 5, 2011 meeting were unanimously approved by the members present with the following corrections as noted by Dennis McNicholas:

- 1. Page 3, 4th paragraph, last sentence should read:
"He questioned that if the focus was wrong, perhaps we need to proactively address other concerns."*
- 2. Page 4, 7th paragraph, first sentence strike the words "special assessment" and*

insert "special service area".

5.0 Unfinished Business

110623

Lombard Town Centre 2012 Funding

Request to review, discuss and provide a recommendation to the Village Board of Trustees relative to Lombard Town Centre's request for 2012 funding.

Dan Whittington, President of the Lombard Town Centre, referenced the packet of materials provided. Mr. Whittington stated that he recognizes that the LTC needs to consider other alternatives for future funding. He mentioned that fundraising has been more difficult given the current economic conditions. He said they have increased their membership and have more people interested in Facebook; however he said membership dues do not cover expenses. He said other communities have different sources of funding and that they would like to explore those options in the future. Mr. Whittington stated that they are primarily a volunteer organization with 1 paid employee to help support the volunteers. Without it, he said, the volunteer base will likely decrease.

Karen Stonehouse provided some additional background and stated that she feels the Village is getting a good value. She said that since she has started with the LTC, she has seen an improvement with the business community cooperating with each other. She said a lot of her focus has been retention. She acknowledged that 4-5 new businesses have opened or will be opening soon and keeping properties occupied will provide a positive impact to the TIF.

Mr. Whittington referenced his cover letter submitted as part of their request. He indicated that they are proposing 2 options (part-time or full-time). He said this was his last year as LTC President but he intends to stay very active. He provided background on how he became involved in the LTC 3 years ago because he lives downtown and he feels the LTC is the heart of the downtown. He also stated that should part-time funding be approved, the amount of work the Village gets for the \$38,500 is a bargain.

Mr. Whittington highlighted his full-time funding request for \$53,000. He explained the additional money would go towards Karen dedicating more of her time to all the LTC efforts. Mr. Whittington continued to highlight some of the other items provided in the funding request packet, including board members names, goals and updates and list of achievements. Some include; wine dinner, Wi-Fi, property owners meetings and Spooktacular.

Ms. Stonehouse provided some additional information about their goals and accomplishments including sharing events with the Historical Society and Jingle Bell Jubilee. She referenced exhibit E of their packet which discusses what they have done or plan to do as part of the recently adopted downtown plan. She said they plan to host more property owners meetings and engage the College of DuPage services, develop recruiting materials and host a vintage property tour.

Trustee Breen asked Mr. Whittington to comments on LTC's exhibit G related to Village operations. Mr. Whittington said that based on their current reserve balance, the LTC can survive for about 3-4 months without any further Village funding. He said that unlike the Chamber whose focus is much broader, the LTC is limited to the downtown. He also said the Chamber is able to charge higher fees because of their Village wide presence. Mr. Whittington said that Karen is actively involved with the Village's grant program and that helps Village staff. He said the Executive Director

position is a good bargain and without it, volunteers will go away.

Mr. Whittington then referenced their SMART goals and shared newspaper articles that highlighted the LTC. He also explained their proposed 2012 budget and indicated that they plan to carry over about \$16,000 to \$18,000 next year. Trustee Breen asked if they still plan to spend their reserves. Mr. Whittington said yes and stated that the Village funding does not cover all their expenses. He said that the LTC will need to find ways to increase their revenue through fundraising and memberships.

Mr. Heniff summarized the staff report that was submitted to the ECDC. He provided a brief background on how the LTC was started. He said that as part of the Downtown plan, both the Village and the LTC were tasked with the following:

Review Village support role:

- a. Is the right model in place?*
- b. Are the relationships and responsibilities clear?*
- c. Is there a sustainable vision for funding?*

Review Lombard Town Centre role:

- a. Is their vision aligned within the Downtown Plan?*
- b. Are leaders identifying issues before they are crises?*
- c. Is the right funding available?*
- d. Is the funding sustainable?*

Mr. Heniff said that in 2010, the ECDC and Village Board approved funding for the LTC in the amount of \$35,000 for a 30 hour per week part-time Executive Director (ED) position with some reporting function to the Director of Community Development; however it would be a LTC employee. The intent of the reporting function would be similar in role and activity to a professional consultant working on behalf of the Village. On May 19, 2011, the Village Board approved funding for the LTC in an amount not to exceed \$14,292 paid through the end of the 2011 calendar year. Rather than provide for a full year's funding, the ECDC recommended and the Village Board approved a 6 month funding program. The intent was to align the LTC funding request with the Village's overall budget process, which begins in the fall. In addition, the approved amount, which is paid monthly, was based on the LTC having a 25% cash reserve at the end of the 2011 calendar year. Overall, Lombard Town Centre was granted a total of \$424,292 for operating funding for the 2005 through 2011 years. Funding from the Village has recently comprised about 3/4ths of all of LTC's funding.

Mr. Heniff provided background on the TIF and stated that the Village, along with the other taxing bodies, agreed to re-baseline the Downtown TIF in 2012 and redistribute TIF increment to those taxing bodies. With the decline in the economy, the Village has seen a decrease in equalized assessed valuations (EAV) for properties in the downtown in 2010 & 2011 resulting in less increment than originally projected. Since we anticipate this trend to continue, it is very likely that the Village may receive little to no increment dollars in the Downtown TIF. The Village is anticipating that the Downtown TIF has approximately \$1 million to spend on capital or tangible projects. This amount already includes certain TIF obligations such as the Elmhurst Memorial agreement and Park District/Norwood Lincoln Place agreement. However, it does not include the approximately \$120,000 for the Union Pacific Pedestrian Tunnel Project and other ongoing expenditures.

Mr. Heniff explained that given the declining EAV and other TIF obligations/agreements, any future TIF expenditure needs to be reviewed in the context of the existing fund balance as we should not expect any future increment in

the near term. Therefore, should the ECDC recommend to the Village Board some level of funding to the LTC, they should make a finding that it is in the Downtown's best interest, recognizing that this immediate expenditure is of a higher priority than other improvements identified in the Downtown Plan.

Mr. Heniff then outlined the following options:

- 1. Deny funding*
- 2. Limited selective funding*
- 3. Part-time funding at \$38,500*
- 4. Full-time funding at \$53,000*

He also stated that Village staff did speak with Amy Martin from the Illinois Department of Commerce & Economic Opportunity about the full-time ED requirement. Although Ms. Martin is the former Interim State Coordinator, she is still actively involved with the program and she informed us that a Main Street community can be both a "Nationally Accredited" Main Street Program and a "State Designated" Main Street Program. Currently, Lombard is a "State Designated" Main Street Program. According to her, the full-time ED is required for national accreditation. However, with the state designation, it is "strongly encouraged" but she said the State will work with each program to assist with finding funding for the full-time ED on an annual basis. Some suggestions they have offered other Main Street communities to reach the full-time work include; pay volunteers \$1/year to make up the additional hours, assist with finding other sources of revenue and assist with fundraising efforts. Furthermore, she made it clear that the municipality is not required to pay for the full-time ED. Staff notes that LTC is the only Main Street organization in DuPage County and that being a designated or accredited Main Street program is not a requirement for a successful downtown. LTC could continue utilizing the Main Street structure without the designation. Other successful downtowns such as Downers Grove, Wheaton, Elmhurst and Naperville are not Main Street organizations. Staff also notes that the LTC and/or the Village has not received any significant level of services from the state over the past two years and that the Illinois Main Street program has not been in good standing with the National Main Street Organization.

Mr. Heniff indicated that Village staff has historically played a recruitment role for the downtown, as Village staff manages the TIF grant program activities and is actively involved in identifying and meeting with prospective businesses. Existing Village staff would play a more active role and comprehensive approach to business recruitment by directly tying Board directives and policies, knowledge of inter-departmental issues and linking together resources in the business recruitment process. As the downtown is a key priority set forth by the Village Board, staff will continue to advance this activity with its current resources.

In addition, fund reallocation would also likely be made to allow for community recommended capital improvements and programs identified in the Downtown Plan (such as branding implementation and streetscape enhancements), and staff would play an increased role in its implementation. While the social and promotional activities would have to be re-evaluated or restructured, staff notes that much of those activities are already being done by the LTC with their volunteer base and partner organizations (Park District, Library, Historical Society, Chamber, etc.) with the Village already playing an active role.

Mr. Phillips asked about the discrepancy between what the LTC stated about needing to be a full time ED and what staff heard. Mr. Heniff responded and said that staff got the impression from the state that they are open to ideas to help Main Street communities with finding funding for a full time ED. However, the state indicated that

they can be flexible and that they are aware of the funding issues facing all Main Street programs and their goal is to find ways to keep them in the program.

Trustee Breen asked for public comments:

Sarah Richardt, resident and employee with the Historical Society, spoke in favor of the LTC funding. She also read a letter from Colleen Whittington in support of the LTC funding and a letter from Jeanne Angel in support of the LTC funding. Ms. Richardt stated that she lives within a few blocks of the downtown and as an employee of the Historical Society; she understands the importance of a paid staff person leading a group of volunteers. She said the LTC has built momentum and events like Jingle Bell Jubilee and the pub crawl are important.

Theresa Brzezinski, resident and employee of Shannon's Corner Butcher spoke in favor of the LTC funding. She said she was a 4th generation Lombardian and has been managing the butcher shop for over 6 months. She said Karen and the LTC have been extremely helpful to her and the business. She said she regularly goes to them for information.

Belinda Mahon, LTC Board member, spoke in favor of the LTC funding. She said she owns Sweet Street Candies and LTC has helped her business. She said they have built trust in the downtown and they are passionate. With the new direction of the LTC, she said people from surrounding communities are now coming to her business.

Lynne Magnavite, LTC Board member, spoke in favor of the LTC funding. She provided background on why she got involved in the organization. She says she has a vested interest and LTC helps build the sense of community. She said that it is very important to have a paid staff person to lead a volunteer organization.

Art Frerichs, resident and business owner, spoke in favor of the LTC funding. He said that he supports the LTC and said they should have full time funding.

Mr. Glazier thanked all the LTC members for the time they have put into the organization and the downtown. He asked Mr. Whittington about their fundraising events and whether or not they can make them bigger. Mr. Whittington responded and said that is what they hope to do.

Trustee Breen asked the LTC what experiences they have with fundraising. Ms. Stonehouse said she was the past President of the Illinois Planning Association and she has experience fundraising for them. She said that she doesn't think they can get much more out of the fundraising events.

Mr. McNicholas expressed concern about the Illinois Main Street program promoting paying volunteers \$1/day. Mr. McNicholas went on to explain his role in the past Downtown Lombard United (DLU). He said DLU was all volunteers and that many of them got exhausted. He said when the viaduct was constructed, it was hoped that it would solve many of the problems downtown and increase foot traffic. He said if the LTC provides essential services, then some level of funding should be provided. He said that there needs to be a long term solution to their funding.

Mr. Glazier stated that in February, 2010, the focus of the ED was redirected to mostly economic development effort. He asked if that is the right model. Mr. Whittington responded saying there needs to be mix of efforts with recruitment, retention and events. Most importantly he said it is about building relationships.

Mr. Camacho stated that he owns a restaurant in Lombard and strongly considered locating downtown but did not. He said many people think nothing will get done downtown and that is why he joined the ECDC.

Trustee Breen asked Mr. Heniff to explain the TIF and how valuations have changed. Mr. Heniff responded stating that EAVs have declined resulting in less money going into the downtown TIF fund.

Trustee Breen asked if there is some duplicating efforts between the LTC and Village and how we can better communicate with the LTC. Mr. Heniff responded by stating that the Village and LTC do share information regularly and that we work together on grants. He said that while there may be some overlap, this is necessary because the Village might need to be involved upfront, especially related to building and zoning issues. Trustee Breen followed up by stating that the Village should look at utilizing its resources to help the LTC advertise. He said that he wanted staff to look into the allowing the LTC to show their video on the Lombard Channel and that the Village should allow the LTC to put an article in the Pride. Trustee Breen stated that he ran a non-profit for years and understands the importance of a paid staff person running a volunteer organization. He said that he would like to Village to find ways to help the LTC more and that he supports some level of funding for the organization.

Trustee Breen then referenced the TIF budgeting exercise. He asked staff to provide some background. Mr. Heniff stated that the purpose of the exercise is to identify all of the possible major capital projects and operational activities Downtown for the next three years. Many of the projects are either specifically identified in the recently adopted Downtown plan or are ongoing programs. ECDC members are asked to identify projects or activities from most important to fund from highest to lowest, recognizing budget limitations. Within this ranking, the members can then provide context to the funding request and can then make an informed decision based upon the ranking exercise.

Mr. Glazier asked about the TIF repaying the general fund for property acquisition. Trustee Breen stated that he felt the Village Board would not do this because they feel the properties have value.

Ms. Stonehouse asked about transferring TIF dollars from the other adjoining TIF Districts. Mr. Heniff responded by stating that most of the money was already allocated towards the Great Western Trail Bridge. Mr. Heniff then asked for all the members to get their completed exercises back to staff by November 23, 2011.

The LTC funding discussion was continued to the next ECDC meeting.

6.0 New Business

110666

5 S. Park Avenue - Downtown Facade Grant

Request to approve a Downtown Improvement and Renovation Grant (Facade Grant) in the amount of \$690 for the property located at 5 S. Park Avenue. (DISTRICT #1)

Mr. Stilling stated that the Community Development Department has received an application for the Downtown Improvement and Renovation Grant Program (also known as the Facade Grant Program) for the property located at 5 S. Park Avenue. The property has recently been leased by Randall Bullen Photography and the tenant and the property owner is seeking to replace the existing awning across the front of the tenant space. The applicant has submitted four bids for the proposed work:

Vendor	Price Quote
Riverside Awnings	\$1,380
Thatcher Oaks Inc.	\$1,574
Nine2Seven, Inc	\$1,850
Chesterfield Awning Co., Inc.	\$2,000

The proposed replacement awning would be similar to the existing awning; however, it would be entirely black. The property owner is seeking to replace the existing fabric, while still maintaining the existing frames. According to the exhibit, the awning would display only the address of the space on the front valence. Based on the lowest bid, the applicant is eligible to receive up to \$690 (50%) from the Improvement and Renovation Grant program. Because the request is under \$10,000, it does not require approval from the Board of Trustees and can be approved by the ECDC.

As part of the Downtown Lombard Revitalization Project Guidebook, recommendations were provided for façade enhancements. While the recommendations in the plan show this site having a different style of awning, staff finds that the plans are consistent with the recommendations within the Downtown Plan as it is providing new fabric materials with a strong visual impact. Staff would encourage the property to consider some type of "Gooseneck" lighting in the future as an enhancement to the proposed improvements. This would also be eligible for the grant. The applicant did meet with the Lombard Town Centre prior to submitting their application. The Lombard Town Centre is supportive of the improvements.

Staff is supportive of the request for the following reasons:

1. Consistent with the recommendations of the Downtown Lombard Revitalization Project Guidebook.
2. Strong visual enhancement.
3. Replaces a weathered and deteriorating awning.
4. Consistent with past approvals for other façade grant requests.

It should be noted that Village Counsel has recently made the opinion that all grant requests paid for by Village of Lombard TIF dollars shall comply with the Illinois Prevailing Wage Act. Therefore, if the grant is approved, the applicant shall sign an acknowledgement form indicating that they are aware that this project is subject to prevailing wages.

A motion was made by Dennis McNicholas, seconded by Matthew Pike, that this request be approved in an amount not to exceed \$690 for the property located at 5 S. Park. The motion passed by a unanimous voice vote.

110672

Motor Vehicle Repair Business Registration Program

Review and discuss a proposed Motor Vehicle Repair Business Registration Program.

William Heniff provided the committee with background on the program. He said Village staff is re-introducing to the Economic and Community Development Committee (ECDC) the concept of establishing additional regulations pertaining to the operation and storage of motor vehicles associated with business repair establishments. Staff is seeking direction from the ECDC on whether the Village should create additional registration processes associated with such establishments. In 2005, Village staff introduced the ECDC to the issue of storage of motor vehicle repair establishments that have stored vehicles on their respective premises on their properties for extended periods of time. Referencing the minutes from the January 3, 2006 meeting, staff noted that at that time there were establishments that had vehicles being stored on the premises for extended periods of time. As many of

these vehicles were inoperable or in varying states of repair, they can present a deleterious appearance to the property and the commercial corridors in which they exist. Through this discussion, the ECDC suggested that additional code requirements should not be pursued and code compliance measures should be undertaken on a case by case basis.

Since the 2006 discussion, Village staff has worked to achieve code compliance on one key property, which entailed significant compliance work on behalf of both the Village and the property owner through extensive court action. With this case closed and at least one other case pending, staff is bringing this item forward to the ECDC for additional discussion and direction purposes.

Mr. Heniff said that the primary enforcement tool associated with the use of property is the Village's Zoning Ordinance, which is administered by the Department of Community Development and regulated by the Village's Plan Commission. However, as this regulation can be regulated through the Village's property maintenance and nuisance provisions, and the regulations affect selected businesses, it is being shared with the ECDC as well.

Mr. Heniff stated that in reviewing most of the repair establishments in the Village, most of the business activities found on a respective site consist of customers dropping off their vehicles, service work being completed (sometimes requiring overnight storage while awaiting repair), and the pick-up of vehicles. However, if such vehicles remain stationary and inoperable on the premises for lengthy periods of time, the Village would contend that the property is not being utilized as intended by code. From a land use perspective, the Village would argue that this activity is more consistent with the land use category of "outdoor storage of motor vehicles" than motor vehicle repair, a separate and distinct land use with differing regulations. To address this issue, staff is introducing proposed code amendments to help ensure that establishments that are in the business of repairing motor vehicles are performing said operations and are not providing for storage of motor vehicles. As an introductory measure, staff is seeking the thoughts of the ECDC on the following key basic provisions:

- 1. Motor vehicles shall not be allowed outdoors on such properties for a period of more than 6 months; otherwise it will be defined as a nuisance.*
- 2. Motor vehicle repair establishments shall be required to submit an inventory of all motor vehicles on the premises, with a registration reporting period of every 6 months. Listing exemptions would be made for vehicles associated with the business and vehicles for sale.*
- 3. If a motor vehicle repair establishment does not submit the list to the Village or has vehicles on the premises beyond the six month limit, it shall be deemed a nuisance and subject to prosecution.*
- 4. If the business is located within a district in which the outdoor storage of motor vehicles is a permitted use (or permitted through the conditional use process), such registration would not be needed.*

Mr. Heniff cited an initial draft of possible code amendments to establish a motor vehicle repair registration program and process. He said this language is offered to facilitate additional discussion by the ECDC as this matter moves forward. Mr. Heniff stated that staff requests that the ECDC provide staff with initial direction on the proposed code provisions. Additionally, staff also asks that the ECDC direct staff to invite all applicable Lombard automobile repair/service business owners to the

December, 2011 ECDC meeting for the purpose of discussing code amendments establishing a registration process, nuisance regulations as it pertains to long term storage of inoperable vehicles at motor vehicle repair/service facilities.

Mr. Glazier said that he will be removing himself from the discussion because he works for a Lombard business that may be subject to the proposed new regulations.

Mr. Phillips asked staff if there are issues now resulting in the need of the regulation and he also asked if we have been receiving complaints. Mr. Heniff responded that they have worked with 1 property to bring the property into compliance. They are also working with another business. He said that staff would like to establish some rules for the future.

Trustee Breen raised a concern about discussing this item when there may be a pending case against a property owner. He suggested that this item be put off until January. The ECDC continued this item to their January, 2012 meeting.

110671

ECDC Meeting Dates

Request to discuss and propose future meeting dates.

Mr. Heniff stated that as a result of conflicts in various individuals' schedules, the ECDC is being asked to consider changing future ECDC meeting dates from the first Wednesday of the month to another day. To aid in this discussion, staff has prepared a sample November calendar showing the meeting dates and times for all Village committees and boards with regularly scheduled meetings. This calendar denotes in purple the days that could accommodate the change. Staff's preference, noted below, is based on:

- *A date that gives the greatest potential for a quorum and one that does not conflict with members' schedules*
- *A date that avoids conflicts with other board/commission meetings that already have been scheduled*

A motion was made by Angel Camacho, seconded by Matthew Phillips, to change the ECDC meetings to the first Tuesday of each month. The motion passed by a unanimous voice vote.

7.0 Other Business

There was no other business.

8.0 Information Only

*Economic Development Update
Village staff provided an update to the Committee about recent development and business activities and referenced the LTC business outreach survey.*

9.0 Adjournment

On a motion by Pike and seconded by Glazier the meeting adjourned at 10:05 p.m.



Village of Lombard

Village Hall
255 East Wilson Ave.
Lombard, IL 60148
villageoflombard.org

Minutes - Draft

Economic & Community Development Committee

*Trustee Peter Breen, Chairperson
Trustee Kelth Giagnorlo, Alternate Chairperson
Dennis McNicholas, Matthew Phillips, Garrick Nielsen,
Jodee Baker, Matthew Pike, Joe Glazier, Jr.,
Brenda Gannon and Angel Camacho
Student Member Jolie-Grace Wareham
Staff Liaison: William Heniff*

Monday, December 12, 2011

8:15 PM

Village Hall Community Room

1.0 Call to Order and Pledge of Allegiance

Chairperson Breen called the meeting to order at 8:15 p.m.

Chairperson Breen led the Pledge of Allegiance.

2.0 Roll Call

Present 9 - Trustee Peter Breen, Dennis McNicholas, Garrick Nielsen, Jodee Baker, Brenda Gannon, Matthew Pike, Matthew Phillips, Jolie-Grace Wareham, and Angel Camacho

Absent 1 - Joe Glazier Jr.

Also present: William Heniff, AICP, Director of Community Development; Christopher Stilling, AICP, Assistant Director of Community Development; Karen Stonehouse, AICP, Executive Director of Lombard Town Centre (LTC); and Dan Whittington, President of LTC.

3.0 Public Participation

There were several members in the audience present to discuss the LTC funding.

4.0 Approval of Minutes

On a motion by Pike and seconded by Baker the minutes of the November 9, 2011 meeting were unanimously approved by the members present with the following correction:

On page 5, paragraph 6, strike the second sentence.

5.0 Unfinished Business

There was no unfinished business.

6.0 New Business

Chairperson Breen opened the discussion on this item saying that it was continued from the November meeting. He asked for a motion to open the debate on the matter.

110623

Lombard Town Centre 2012 Funding

Request to review, discuss and provide a recommendation to the Village Board of Trustees relative to Lombard Town Centre's request for 2012 funding.

A motion was made by Matthew Phillips and seconded by Dennis McNicholas to approve LTC funding in an amount not to exceed \$38,500 for 2012.

Trustee Breen then asked for comments from the members.

Ms. Gannon asked if the LTC can use their fundraising dollars to help pay for a full time Executive Director (ED). Mr. Whittington stated yes, however right now, they use their fundraising dollars to pay for rent, utilities and other expenses. The \$38,500 they are asking for will pay for the ED's salary, taxes and bonus.

Mr. McNicholas asked if the motion was for funding the LTC for 3 years or just 1 year. Trustee Breen said that the motion was for only 1 year and that the 3 year discussion was only for the budgeting exercise.

Ms. Baker asked if the ECDC can consider full time funding request of \$53,000. She said that having the position full time will make a difference for the downtown. She asked if they can vote on that first.

Trustee Breen followed up by stating that the money put towards the LTC was the best return on the investment for the Village. In response to Ms. Baker's question about voting on full time funding, Trustee Breen said that the current motion for part time funding must be amended if the ECDC were to vote on the full time funding. Therefore he said that a motion and a second needs to be made to amend the first motion to recommend approval for full time funding.

A motion was made by Jodee Baker, seconded by Matthew Pike to amend the original motion to increase the LTC funding to \$53,000 for 2012.

Trustee Breen then opened the floor for discussion.

Ms. Baker stated that Karen Stonehouse has shown her abilities and needs to be full time to achieve the goals for downtown.

Ms. Wareham said she agrees with Ms. Baker and stated that they she recently met with Karen Stonehouse to talk about what can be done downtown for younger kids. She also said that the LTC is very valuable to the downtown.

Mr. Phillips said that he also would like to see a full time ED; however he said that additional dollars spent towards a full time position should come from fundraising because of the limited TIF funds.

Ms. Gannon asked for a brief history on the past funding approvals. Mr. McNicholas provided some history and stated that when the LTC was created, the Village provided the first 3 years of funding (\$75,000/year) with the idea that the LTC would be self-sufficient; however the economy may have impacted some of their success. Trustee Breen also said that the expectations may have also been unrealistic.

Mr. Whittington followed up by stating that the Main Street program does note that some municipal funding is necessary. He then said it is not realistic to expect them to be self-sufficient. Mr. McNicholas noted that while the TIF funds might be diminishing, an improvement in the economy might help make the LTC more successful.

Trustee Breen noted that there was a motion and second to amend the first motion to increase the LTC funding to \$53,000 for 2012. He requested a vote.

A motion was made by Jodee Baker, seconded by Matthew Pike, to amend the original motion to increase LTC funding to \$53,000 for 2012. The motion failed by the following vote:

Aye: 2 - Jodee Baker, and Matthew Pike

Nay: 6 - Dennis McNicholas, Garrick Nielsen, Brenda Gannon, Joe Glazier Jr., Matthew Phillips, and Angel Camacho

Trustee Breen stated that since the amendment failed, he is asking the members to vote on the first motion which was to recommend approval to the Village to fund the LTC in the amount of \$38,500 for 2012.

A motion was made by Brenda Gannon, seconded by Dennis McNicholas, that the request to fund the LTC in the amount of \$38,500 for 2012 be recommended to the Board of Trustees for approval. The motion carried by the following vote:

Aye: 7 - Dennis McNicholas, Garrick Nielsen, Jodee Baker, Brenda Gannon, Matthew Pike, Matthew Phillips, and Angel Camacho

Absent: 1 - Joe Glazier Jr.

Trustee Breen also wanted to recognize members in the audience. All members acknowledged that they were there in support of the LTC funding.

110719

January, 2012 Meeting Date

Request to reschedule the January, 2012 meeting date.

Mr. Heniff stated that as a result of conflicts due to the Village's budget calendar, the next ECDC meeting would have to be rescheduled. After some discussion amongst the members, it was decided that the meeting would be moved to Wednesday, January 4, 2012. It was also noted that Mr. Pike would not be able to attend that meeting.

7.0 Other Business

There was no other business.

8.0 Information Only

LTC Report

Karen Stonehouse provided the ECDC with an update of some of their recent

activities. She referenced a new photography business at 5 S Park. She also said that she has a few tenants interested in 21-23 W St. Charles. It was also noted that a new marketing firm is locating in the space at 106 W St Charles.


9.0 Adjournment

The meeting adjourned at 8:50 p.m.



MEMORANDUM

TO: Peter Breen, Chairperson
Economic and Community Development Committee

FROM: William J. Heniff, AICP, Director of Community Development 

DATE: December 12, 2011

SUBJECT: **Downtown TIF Budget Exercise – ECDC Response & Results**

At the November 9, 2011 meeting, the request for 2012 funding by the Lombard Town Centre organization was offered to the Economic and Community Development Committee (ECDC). The discussion included a review of their past accomplishments as well as a discussion of their 2012 goals.

To assist the ECDC in their review and consideration of the funding request, the members were asked to complete a TIF budget exercise. The purpose of this exercise was to identify possible major capital projects (as identified within the Downtown Guidebook) and operational activities Downtown for the next three years. ECDC members were asked to identify projects or activities from most important to fund from highest to lowest, recognizing budget limitations and to allocate a dollar figure to each of the desired funding activities. The exercise recognized that all of the projects cannot be readily funded using public funds, approximately \$580,000 in discretionary dollars remains available over the next three years for the various projects and activities.

TIF Budgeting/Prioritizing Results

Six of the eight ECDC members completed the budget exercise. The actual individual responses are attached for reference purposes. From these results, the following representations can be made:

1. Of all of the operational and capital projects listed within the exercise, funding for the LTC organization was identified by the members as the most important funding priority the Village should have in the downtown.
2. Five of the six responses supported some level of funding for LTC in 2012. Three responses supported funding at the current level (\$38,500 for a 30 hr./week) while two supported full-time funding (40 hrs./week) of \$53,000. One response suggested a declining Village funding over the next three years.
3. Of the capital projects, the responses were divided between providing significant support for a few projects versus providing smaller funding amount for many projects.

4. Of the capital projects, support for the grant programs remained strong. Providing funding for the various grant programs was stronger than funding for specific grants themselves. Most supported funding of the restaurant forgivable loan program, though providing larger funds for a major restaurant deal was more limited.
5. Regarding right of way maintenance and landscape improvements, there was some level of support. However, few responses supported full funding and implementation of the public right-of-way landscaping and improvements.
6. There was minimal support for the Village leasing or acquiring property in the downtown for public purposes. There was also little support for TIF funding for the 101 S. Main Street property for the proposed temporary market/gathering use.

ACTION REQUESTED

The ECDC is ultimately tasked with providing a recommendation to the Village Board relative to the LTC's 2012 funding request. At the December 12, 2011 meeting, the ECDC should review the materials previously presented to the Committee and the results of the survey exercise and shall make its recommendation accordingly.

Should the ECDC recommend funding to the Village Board, the ECDC does have within its discretion the ability to place any conditions on the awarding of funds, as has been done in the past, to ensure that the expenditures meet the intent of their grant. These conditions would be placed within the companion resolution of approval of the funding.

Fixed Expenses, 2012-2014

Lombard Park District Agreement **Three-Year Cost: \$352,435**

The final payment for the intergovernmental TIF agreement related to the Park District maintenance building relocation/Lincoln Place project will be made in 2013.

Elmhurst Memorial Healthcare Agreement **Three-Year Cost: \$214,504**

The final payment for the TIF agreement related to the Elmhurst Memorial Healthcare project will be made in 2013.

TIF Administration **Three-Year Cost: \$194,100**

This amount reflects the administrative costs of having a TIF district, including auditing expenses, required dues to the Illinois Tax Increment Financing Association, staff expenses, and legal fees.

UP Pedestrian Tunnel Improvements **Three-Year Cost: \$120,000**

The Village Board has approved the expenditure of approximately \$120,000 for improvements associated with the Union Pacific/Metra pedestrian tunnel.

School District 87 Vocational Advisor **Three-Year Cost: \$86,007**

The Village of Lombard and School District 87 have an intergovernmental agreement wherein the TIF provides annual funding for a vocational advisor.

Charlotte Street Debt Service **Three-Year Cost: \$50,938**

The final payment for the bonds associated with the Charlotte Street reconstruction project will be made in 2012.

Train Station Camera Maintenance **Three-Year Cost: \$20,000**

The Village pays upwards of \$7,000 per year to maintain the security cameras on the UP/Metra station platforms. *With the pending underpass improvements and the additional security cameras, this cost may increase.*

Projected TIF Balance: **\$1,617,877**

Fixed Expenses (2012-2014)	2012	2013	2014	
Lombard Park District Agreement	\$ (211,978)	\$ (140,457)	\$ -	\$ (352,435)
Elmhurst Memorial Agreement	\$ (105,149)	\$ (109,355)	\$ -	\$ (214,504)
UP Pedestrian Tunnel Improvements	\$ (120,000)	\$ -	\$ -	\$ (120,000)
TIF Administration	\$ (63,482)	\$ (65,309)	\$ (65,309)	\$ (194,100)
School District Vocational Advisor	\$ (27,282)	\$ (28,646)	\$ (30,079)	\$ (86,007)
Charlotte Street Debt Service	\$ (50,938)	\$ -	\$ -	\$ (50,938)
Train Station Camera Maintenance	\$ (7,030)	\$ (7,310)	\$ (7,600)	\$ (21,940)
Remaining TIF Balance Available for Discretionary Uses				\$ 577,953

Discretionary Expenses, 2012-2014

Restaurant Forgivable Loan Program – General

Three-Year Cost: \$190,000

On average, the Village awards approximately \$63,000 each year in Downtown Restaurant Forgivable Loans, representing roughly two restaurants every three years.

Restaurant Forgivable Loan Program – Major Deal

Three-Year Cost: \$250,000

This represents the estimated Village contribution necessary to attract and secure a larger restaurant tenant. Unlike the general Restaurant Forgivable Loan Program awards, this item would be intended to bring in a major anchor restaurant that would generate significant foot traffic.

Lombard Town Centre Executive Director

Full-time option (40 hrs/wk)

Three-Year Cost: \$159,000

Lombard Town Centre has requested annual funding of \$53,000 (for Year 1) to fund a full-time executive director position.

Part-time option (30 hrs/wk)

Three-Year Cost: \$115,500

Lombard Town Centre has requested annual funding of \$38,500 (for Year 1) to fund a full-time executive director position.

ROW Beautification/Landscaping

Three-Year Cost: \$120,000

The Village spends approximately \$40,000 per year for general landscaping, aesthetic improvements, and maintenance. *This figure does not include any newly proposed improvements but represents what the Village currently spends.*

Landscape Plan Recommendations (Public)

Three-Year Cost: \$45,000

The 2009 Landscape Plan recommends the installation of new and/or additional landscape materials on publicly-owned property throughout the downtown. This cost includes annual maintenance.

Retail Business Grant Program

Three-Year Cost: \$85,000

On average, the Village awards approximately \$28,000 each year in Downtown Retail Business Grants, representing roughly two businesses per year. *It should be noted that staff is actively working with 2 existing businesses that may seek this grant in the short term for an expansion. Both those grants are projected to total \$40,000 from the Village.*

Streetscape Improvements - General

Three-Year Cost: \$75,000

The Village budgets \$25,000 per year for general streetscape improvements, including sidewalk paver installation and maintenance. *This figure does not include any newly proposed improvements.*

Improvement and Renovation Grants (Façade Grant) – General

Three-Year Cost: \$50,000

On average, the Village awards approximately \$15,000 each year in Downtown Improvement and Renovation Grants, representing roughly one grant per year. *It should be noted that staff is working with*

an existing business who may be seeking a façade grant application for a roof deck and façade enhancements. The single grant could be approximately \$50,000.

Improvement and Renovation Grants – South Park Avenue Three-Year Cost: \$105,000

The Downtown Plan recommends specific exterior improvements to the properties on South Park Avenue and estimates their costs as listed above.

Improvement and Renovation Grants – 2-16 W. St. Charles Road Three-Year Cost: \$85,000

The Downtown Plan recommends specific exterior improvements to the properties at 2-16 W. St. Charles Road and estimates their costs as listed above.

Improvement and Renovation Grants – 100-106 W. St. Charles Road Three-Year Cost: \$25,000

The Downtown Plan recommends specific exterior improvements to the properties at 100-106 W. St. Charles Road and estimates their costs as listed above.

Signage/Branding

Three-Year Cost: \$35,000

This figure represents a rough estimation of the cost of beginning to implement the downtown branding and marketing plan as recommended in the Downtown Plan.

101 S. Main Street Temporary Use

Three-Year Cost: \$300,000

The Downtown Plan recommends a temporary, festival market-type use for the 101 S. Main Street property to create a community gathering place and active use for the property with minimal impact on the site's long-term investment opportunities. Staff has researched this concept and has determined that the cost associated with implementing it exceeds \$300,000.

Viaduct Aesthetic Improvements

Three-Year Cost: \$50,000

The Downtown Plan recommends various aesthetic improvements for the Main Street viaduct to create a more welcoming pedestrian environment and better connect the north and south ends of the downtown. Staff has been working with the Union Pacific (UP) on developing plans for adding signage to the Main Street viaduct. Based on our discussions with the UP, we estimate that the signage improvements alone would cost \$50,000. This is due to the structural requirements of the viaduct.

Property Acquisition/Lease – Downtown Property

Three-Year Cost: \$50,000-\$350,000

Although the Downtown Plan does not have this as a specific action item, public comments have frequently stated the need for a Village presence in the downtown. The costs associated with implementing this strategy varies depending upon if the location will be leased by the Village or acquired and what the intent or purpose of the acquisition would be.

TIF Budgeting/Prioritizing Exercise

ECDC members have \$580,000 to spend over the next three years for all types of projects and programs: grants for new businesses, grants to help businesses and property owners improve the appearance of their buildings, streetscape and landscape improvements, recommendations from the Downtown Plan, and other expenses. Implementing all of these projects would cost \$1.8+ million. **Knowing that there is a finite amount of TIF funding, which projects are most important for the Village to fund?**

Note: Total program/project expenses are rounded to the nearest \$10,000. Programs/projects in **bold** lettering are taken directly from the Downtown Plan.

**Projects to Fund
(write dollar amount
and priority [1 being
highest] for each
selected project in
box below)**

Discretionary Expenses	2012	2013	2014	Total
Restaurant Forgivable Loan Program	\$ (63,889)	\$ (63,889)	\$ (63,889)	\$ (190,000)
Major Restaurant Deal	\$ -	\$ (250,000)	\$ -	\$ (250,000)
Lombard Town Centre Executive Director (40hr)	\$ (53,000)	\$ (53,000)	\$ (53,000)	\$ (159,000)
Lombard Town Centre Executive Director (30hr)	\$ (38,500)	\$ (38,500)	\$ (38,500)	\$ (115,500)
ROW Beautification/Maintenance	\$ (40,000)	\$ (40,000)	\$ (40,000)	\$ (120,000)
2009 Landscape Plan Public Plantings	\$ (38,300)	\$ (3,830)	\$ (3,830)	\$ (50,000)
Retail Business Grant Program	\$ (27,837)	\$ (27,837)	\$ (27,837)	\$ (80,000)
Streetscape Improvements	\$ (25,000)	\$ (25,000)	\$ (25,000)	\$ (80,000)
Signage/Branding	\$ (25,000)	\$ (15,000)	\$ (15,000)	\$ (60,000)
Improvement & Renovation Grants (Façade Grant)	\$ (15,121)	\$ (15,121)	\$ (15,121)	\$ (50,000)
S. Park Ave Façade Enhancements	\$ (103,900)	\$ -	\$ -	\$ (100,000)
2-16 W. St. Charles Façade Enhancements	\$ (83,800)	\$ -	\$ -	\$ (80,000)
100-106 W. St. Charles Façade Enhancements	\$ (23,100)	\$ -	\$ -	\$ (20,000)
101 S. Main Street Temporary Use	\$ -	\$ (300,000)	\$ -	\$ (300,000)
Minimal Viaduct Aesthetic Improvements	\$ -	\$ (50,000)	\$ -	\$ (50,000)
Property Acquisition/Lease – Downtown Property	\$ -	\$ (50,000-350,000)	\$ -	\$ (50,000-350,000)
Other	\$ -	\$ -	\$ -	\$ -
Total Not to Exceed:				\$580,000

Jocelyn Baker

TIF Budgeting/Prioritizing Exercise

ECDC members have \$580,000 to spend over the next three years for all types of projects and programs: grants for new businesses, grants to help businesses and property owners improve the appearance of their buildings, streetscape and landscape improvements, recommendations from the Downtown Plan, and other expenses. Implementing all of these projects would cost \$1.8+ million. Knowing that there is a finite amount of TIF funding, which projects are most important for the Village to fund?

Note: Total program/project expenses are rounded to the nearest \$10,000. Programs/projects in bold lettering are taken directly from the Downtown Plan.

Discretionary Expenses	2012	2013	2014	Total	Projects to Fund (write dollar amount and priority [1 being highest] for each selected project in box below)
Restaurant Forgivable Loan Program	\$ (5,000)	\$ (5,000)	\$ (5,000)	\$ (190,000)	60,000 4
Major Restaurant Deal	\$ (5,000)	\$ (5,000)	\$ (5,000)	\$ (250,000)	100,000 2
Lombard Town Centre Executive Director (40hr)	\$ (5,000)	\$ (5,000)	\$ (5,000)	\$ (159,000)	159,000 1
Lombard Town Centre Executive Director (30hr)	\$ (10,000)	\$ (10,000)	\$ (10,000)	\$ (115,500)	0
ROW Beautification/Maintenance	\$ (10,000)	\$ (10,000)	\$ (10,000)	\$ (120,000)	10,000 7
2009 Landscape Plan Public Plantings	\$ (50,000)	\$ (50,000)	\$ (50,000)	\$ (50,000)	5,000 9
Retail Business Grant Program	\$ (80,000)	\$ (80,000)	\$ (80,000)	\$ (80,000)	80,000 3
Streetscape Improvements	\$ (80,000)	\$ (80,000)	\$ (80,000)	\$ (80,000)	5,000 10
Signage/Branding	\$ (60,000)	\$ (60,000)	\$ (60,000)	\$ (60,000)	6,000 8
Improvement & Renovation Grants (Façade Grant)	\$ (50,000)	\$ (50,000)	\$ (50,000)	\$ (50,000)	50,000 5
S. Park Ave Façade Enhancements	\$ (100,000)	\$ (100,000)	\$ (100,000)	\$ (100,000)	
2-16 W. St. Charles Façade Enhancements	\$ (80,000)	\$ (80,000)	\$ (80,000)	\$ (80,000)	
100-106 W. St. Charles Façade Enhancements	\$ (20,000)	\$ (20,000)	\$ (20,000)	\$ (20,000)	100,000
101 S. Main Street Temporary Use	\$ (300,000)	\$ (300,000)	\$ (300,000)	\$ (300,000)	
Minimal Viaduct Aesthetic Improvements	\$ (50,000)	\$ (50,000)	\$ (50,000)	\$ (50,000)	50,000 6
Property Acquisition/Lease - Downtown	\$ (50,000-350,000)	\$ (50,000-350,000)	\$ (50,000-350,000)	\$ (50,000-350,000)	5,000 11
Property					
Other					
Total Not to Exceed:				\$ 580,000	

ALL EQUAL

Brenda Gannon

TIF Budgeting/Prioritizing Exercise

ECDC members have \$580,000 to spend over the next three years for all types of projects and programs: grants for new businesses, grants to help businesses and property owners improve the appearance of their buildings, streetscape and landscape improvements, recommendations from the Downtown Plan, and other expenses. Implementing all of these projects would cost \$1.8+ million. **Knowing that there is a finite amount of TIF funding, which projects are most important for the Village to fund?**

Note: Total program/project expenses are rounded to the nearest \$10,000. Programs/projects in bold lettering are taken directly from the Downtown Plan.

Discretionary Expenses	2012	2013	2014	Total	Projects to Fund (write dollar amount and priority [1 being highest] for each selected project in box below)	Handwritten Notes
Restaurant Forgivable Loan Program				\$ (190,000)	150,000	
Major Restaurant Deal				\$ (250,000)	0	→ find alternative funding sources
Lombard Town Centre Executive Director (40hr)				\$ (159,000)	0	
Lombard Town Centre Executive Director (30hr)				\$ (115,500)	57,750	→ 100% for 1
ROW Beautification/Maintenance				\$ (120,000)	105,000	→ 50% for 3
2009 Landscape Plan Public Plantings				\$ (50,000)	0	
Retail Business Grant Program				\$ (80,000)	60,000	
Streetscape Improvements				\$ (80,000)	50,000	
Signage/Branding				\$ (60,000)	32,250	→ Focus on priority & secondary zones
Improvement & Renovation Grants (Façade Grant)				\$ (50,000)	30,000	
S. Park Ave Façade Enhancements				\$ (100,000)	0	
2-16 W. St. Charles Façade Enhancements				\$ (80,000)	0	
100-106 W. St. Charles Façade Enhancements				\$ (20,000)	0	
101 S. Main Street Temporary Use				\$ (900,000)	100,000	
Minimal Visduct Aesthetic Improvements				\$ (50,000)	0	
Property Acquisition/Lease - Downtown Property				\$ (50,000-350,000)	0	
Other				\$ -		
				Total Not to Exceed:	\$580,000	

Joe Glazier

TIF Budgeting/Prioritizing Exercise

ECDC members have \$580,000 to spend over the next three years for all types of projects and programs: grants for new businesses, grants to help businesses and property owners improve the appearance of their buildings, streetscape and landscape improvements, recommendations from the Downtown Plan, and other expenses. Implementing all of these projects would cost \$1.8+ million. Knowing that there is a finite amount of TIF funding, which projects are most important for the village to fund?

Note: Total program/project expenses are rounded to the nearest \$10,000.
 Programs/projects in bold lettering are taken directly from the Downtown Plan.

Discretionary Expenses	2012	2013	2014	Total	Projects to Fund (write dollar amount and priority [1 being highest] for each selected project in box below)
Restaurant Forgivable Loan Program	\$ (53,859)	\$ (53,859)	\$ (53,859)	\$ (190,000)	140,000 2
Major Restaurant Deal	\$	\$ (250,000)	\$	\$ (250,000)	
Lombard Town Centre Executive Director (40hr)	\$ (58,000)	\$ (58,000)	\$ (58,000)	\$ (159,000)	
Lombard Town Centre Executive Director (30hr)	\$ (28,500)	\$ (30,500)	\$ (31,500)	\$ (115,500)	
ROW Beautification/Maintenance	\$ (48,000)	\$ (48,000)	\$ (140,000)	\$ (120,000)	120,000 5
2009 Landscape Plan Public Plantings	\$ (27,000)	\$ (27,000)	\$ (27,000)	\$ (50,000)	
Retail Business Grant Program	\$ (27,000)	\$ (27,000)	\$ (27,000)	\$ (80,000)	80,000 3
Streetscape Improvements	\$ (25,000)	\$ (25,000)	\$ (25,000)	\$ (80,000)	
Signage/Branding	\$ (25,000)	\$ (25,000)	\$ (25,000)	\$ (60,000)	
Improvement & Renovation Grants (Façade Grant)	\$ (15,000)	\$ (15,000)	\$ (15,000)	\$ (50,000)	50,000 4
S. Park Ave Façade Enhancements	\$ (100,000)	\$	\$	\$ (100,000)	
2-16 W. St. Charles Façade Enhancements	\$ (80,000)	\$	\$	\$ (80,000)	
100-106 W. St. Charles Façade Enhancements	\$ (20,000)	\$	\$	\$ (20,000)	
101 S. Main Street Temporary Use	\$	\$ (300,000)	\$	\$ (300,000)	
Minimal Viaduct Aesthetic Improvements	\$	\$ (50,000)	\$	\$ (50,000)	
Property Acquisition/Lease - Downtown Property	\$	\$ (50,000-350,000)	\$	\$ (50,000-350,000)	140,000 1
Other	\$	\$	\$	\$	

Total Not to Exceed: \$580,000

TIF Budgeting/Prioritizing Exercise

ECDC members have \$580,000 to spend over the next three years for all types of projects and programs: grants for new businesses, grants to help businesses and property owners improve the appearance of their buildings, streetscape and landscape improvements, recommendations from the Downtown Plan, and other expenses. Implementing all of these projects would cost \$1.8+ million. Knowing that there is a finite amount of TIF funding, which projects are most important for the Village to fund?

Note: Total program/project expenses are rounded to the nearest \$10,000. Programs/projects in bold lettering are taken directly from the Downtown Plan.

Discretionary Expenses	2012	2013	2014	Total	Projects to Fund (write dollar amount and priority [1 being highest] for each selected project in box below)
Restaurant Forgivable Loan Program				\$ (190,000)	190,000 2
Major Restaurant Deal				\$ (250,000)	--
Lombard Town Centre Executive Director (40hr)				\$ (159,000)	--
Lombard Town Centre Executive Director (30hr)				\$ (115,500)	115,500 1
ROW Beautification/Maintenance				\$ (120,000)	80,000 5
2009 Landscape Plan Public Plantings				\$ (50,000)	--
Retail Business Grant Program				\$ (80,000)	80,000 3
Streetscape Improvements				\$ (80,000)	--
Signage/Branding				\$ (60,000)	--
Improvement & Renovation Grants (Façade Grant)				\$ (50,000)	50,000 4
S. Park Ave Façade Enhancements				\$ (100,000)	22,000 6
2-16 W. St. Charles Façade Enhancements				\$ (80,000)	20,000 7
100-106 W. St. Charles Façade Enhancements				\$ (20,000)	22,500 8
101 S. Main Street Temporary Use				\$ (300,000)	-- 15
Minimal Viaduct Aesthetic Improvements				\$ (50,000)	-- 14
Property Acquisition/Lease - Downtown Property				\$ (50,000-350,000)	-- 16
Other				\$	580,000
				Total Not to Exceed:	\$580,000

Matthew Pike

TIF Budgeting/Prioritizing Exercise

EDDC members have \$580,000 to spend over the next three years for all types of projects and programs: grants for new businesses, grants to help businesses and property owners improve the appearance of their buildings, streetscape and landscape improvements, recommendations from the Downtown Plan, and other expenses. Implementing all of these projects would cost \$1.8+ million. Knowing that there is a finite amount of TIF funding, which projects are most important for the Village to fund?

Note: Total program/project expenses are rounded to the nearest \$10,000.
 Programs/projects in bold lettering are taken directly from the Downtown Plan.

Discretionary Expenses	2012		2013		2014		Total	Projects to Fund (write dollar amount and priority [1 being highest] for each selected project in box below)
	\$		\$		\$			
Restaurant Forgivable Loan Program	\$ (63,889)	\$	\$ (63,889)	\$	\$ (63,889)	\$	\$ (190,000)	
Major Restaurant Deal	\$	\$ (250,000)	\$	\$	\$	\$	\$ (250,000)	
Lombard Town Centre Executive Director (40hr)	\$ (53,000)	\$	\$ (53,000)	\$	\$ (53,000)	\$	\$ (159,000)	1
Lombard Town Centre Executive Director (30hr)	\$ (38,500)	\$	\$ (38,500)	\$	\$ (38,500)	\$	\$ (115,500)	
ROW Beautification/Maintenance	\$ (40,000)	\$	\$ (40,000)	\$	\$ (40,000)	\$	\$ (120,000)	3
2009 Landscape Plan Public Plantings	\$ (89,800)	\$	\$ (89,800)	\$	\$ (89,800)	\$	\$ (50,000)	6
Retail Business Grant Program	\$ (27,837)	\$	\$ (27,837)	\$	\$ (27,837)	\$	\$ (80,000)	7
Streetscape Improvements	\$ (25,000)	\$	\$ (25,000)	\$	\$ (25,000)	\$	\$ (80,000)	8
Signage/Branding	\$ (25,000)	\$	\$ (25,000)	\$	\$ (25,000)	\$	\$ (60,000)	10
Improvement & Renovation Grants (Façade Grant)	\$ (15,100)	\$	\$ (15,100)	\$	\$ (15,100)	\$	\$ (50,000)	9
S. Park Ave Façade Enhancements	\$ (100,000)	\$	\$	\$	\$	\$	\$ (100,000)	2
2-16 W. St. Charles Façade Enhancements	\$ (80,000)	\$	\$	\$	\$	\$	\$ (80,000)	3
100-106 W. St. Charles Façade Enhancements	\$ (25,100)	\$	\$	\$	\$	\$	\$ (20,000)	4
101 S. Main Street Temporary Use	\$	\$ (300,000)	\$	\$	\$	\$	\$ (300,000)	
Minimal Viaduct Aesthetic Improvements	\$	\$ (50,000)	\$	\$	\$	\$	\$ (50,000)	
Property Acquisition/Lease -- Downtown Property	\$	\$ (50,000)	\$	\$	\$	\$	\$ (50,000-350,000)	
Other	\$	\$	\$	\$	\$	\$	\$	

Total Not to Exceed: \$580,000

TIF Budgeting/Prioritizing Exercise

ECDC members have \$580,000 to spend over the next three years for all types of projects and programs: grants for new businesses, grants to help businesses and property owners improve the appearance of their buildings, streetscape and landscape improvements, recommendations from the Downtown Plan, and other expenses. Implementing all of these projects would cost \$1.8+ million. **Knowing that there is a finite amount of TIF funding, which projects are most important for the Village to fund?**

Note: Total program/project expenses are rounded to the nearest \$10,000.
 Programs/projects in **bold** lettering are taken directly from the Downtown Plan.

Projects to Fund
 (write dollar amount
 and priority [1 being
 highest] for each
 selected project in
 box below)

Discretionary Expenses	2012	2013	2014	Total	Projects to Fund
Restaurant Forgivable Loan Program	\$ (50,889)	\$ (50,889)	\$ (50,889)	\$ (152,677)	100,000
Major Restaurant Deal	\$ (63,000)	\$ (63,000)	\$ (63,000)	\$ (189,000)	100,000
Lombard Town Centre Executive Director (40hr)	\$ (88,500)	\$ (88,500)	\$ (88,500)	\$ (265,500)	38,500
Lombard Town Centre Executive Director (30hr)	\$ (40,000)	\$ (40,000)	\$ (40,000)	\$ (120,000)	30,000
ROW Beautification/Maintenance	\$ (16,300)	\$ (16,300)	\$ (16,300)	\$ (49,000)	30,000
2009 Landscape Plan Public Plantings	\$ (27,837)	\$ (27,837)	\$ (27,837)	\$ (83,674)	80,000
Retail Business Grant Program	\$ (25,000)	\$ (25,000)	\$ (25,000)	\$ (75,000)	25,000
Streetscape Improvements	\$ (15,000)	\$ (15,000)	\$ (15,000)	\$ (45,000)	30,000
Signage/Branding	\$ (10,000)	\$ (10,000)	\$ (10,000)	\$ (30,000)	30,000
Improvement & Renovation Grants (Façade Grant)	\$ (10,000)	\$ (10,000)	\$ (10,000)	\$ (30,000)	30,000
S. Park Ave Façade Enhancements	\$ (100,000)	\$ (100,000)	\$ (100,000)	\$ (300,000)	40,000
2-16 W. St. Charles Façade Enhancements	\$ (80,000)	\$ (80,000)	\$ (80,000)	\$ (240,000)	40,000
100-106 W. St. Charles Façade Enhancements	\$ (20,000)	\$ (20,000)	\$ (20,000)	\$ (60,000)	20,000
101 S. Main Street Temporary Use	\$ (300,000)	\$ (300,000)	\$ (300,000)	\$ (900,000)	25,000
Minimal Viaduct Aesthetic Improvements	\$ (50,000)	\$ (50,000)	\$ (50,000)	\$ (150,000)	25,000
Property Acquisition/Lease - Downtown Property	\$ (50,000)	\$ (50,000)	\$ (50,000)	\$ (150,000)	25,000
Other	\$ -	\$ -	\$ -	\$ -	25,000
				\$ (50,000-350,000)	25,000
				\$ -	25,000

Total Not to Exceed: \$580,000
~~\$33,778~~
 \$35,000

RESOLUTION
R_____12

**A RESOLUTION PROVIDING FUNDING FOR
LOMBARD TOWN CENTRE AS THE OFFICIAL
ILLINOIS MAIN STREET PROGRAM ORGANIZATION SERVING THE
VILLAGE OF LOMBARD**

WHEREAS, a Lombard Town Centre was established to serve as the as the Main Street organization for the Village of Lombard with its purpose being to stimulate economic development and preservation within downtown Lombard, thereby lessening the economic development burden on municipal government; and

WHEREAS, the President and Board of Trustees of the Village passed Resolution No. R 38-05, on August 19, 2004 endorsing the concept of a local Main Street organization and the submittal of an application to the State of Illinois to become an Illinois Main Street Community; and

WHEREAS, said application was submitted to the Illinois Main Street Program; and

WHEREAS, Lombard received membership status as a Illinois Main Street Community in October 2004, and

WHEREAS, the Village has previously provided funding assistance to Lombard Town Centre in an amount of \$75,000 in furtherance of their activities for the 2005 to 2009 years as well as financial support for FY 2010-2011, in an amount not to exceed \$35,000 exclusively for a part-time Executive Director (hereby referred to as "Executive Director") and \$14,292 for the 2011 Calendar; and

WHEREAS, Village's Economic and Community Development Committee (ECDC) considered future funding for the organization and recommended approval of funding of \$38,500 for the 2012 calendar year, subject to conditions; and

WHEREAS, the Village Board of Trustees concur with the funding recommendations of the ECDC, as set forth herein.

NOW, THEREFORE, BE IT RESOLVED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF LOMBARD, DU PAGE COUNTY, ILLINOIS, as follows:

SECTION 1: That the President and the Board of Trustees of the Village of Lombard does hereby recognize Lombard Town Centre, an Illinois not-for-profit

corporation, as the official Illinois Main Street Program organization for the Village of Lombard.

SECTION 2: That the President and Board of Trustees do hereby authorize the Finance Department to disperse the funds in an amount of \$38,500, on a monthly basis to the Lombard Town Centre, subject to Lombard Town Centre satisfactorily complying with the following:

- A. Lombard Town Centre shall, on no less than a monthly basis, provide a written report to update the ECDC on the organization's activities and accomplishments. Said report shall be in written form and shall be provided to Village staff no later than the 20th day of each month. Furthermore, the Lombard Town Centre shall provide a plan for any 2012 funding requests to the ECDC no later than September 21, 2012.
- B. If requested by the Village, Lombard Town Centre shall annually provide a copy of federal tax return and annual audit to the ECDC and the Lombard Finance Department. The costs associated with the annual audit shall not be required to be borne by the Lombard Town Centre as part of the Village allocation.
- B. Lombard Town Centre shall make an annual report to the President and Board of Trustees, in October, 2012, setting forth the activities of the organization during the prior year and explaining how said activities have been of benefit to the economic viability of the Village.
- C. In the event that the Executive Director position becomes vacant, the Village of Lombard may temporarily cease the monthly funding until such time that the Executive Director position is filled.

Adopted this ____ day of _____, 2012, pursuant to a roll call vote as follows:

Ayes: _____

Nays: _____

Absent _____

Resolution No. _____
Re: 2012 Lombard Town Centre Funding
Page 3

Approved by me this _____ day of _____, 2012.

William J. Mueller
Village President

ATTEST:

Brigitte O'Brien
Village Clerk

RESOLUTION
R _____ 12

**A RESOLUTION PROVIDING FUNDING FOR
LOMBARD TOWN CENTRE AS THE OFFICIAL
ILLINOIS MAIN STREET PROGRAM ORGANIZATION SERVING THE
VILLAGE OF LOMBARD**

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Adopted this ____ day of _____, 2012, pursuant to a roll call vote as follows:

Ayes: _____

Nays: _____

Absent _____

Resolution No. _____
Re: 2012 Lombard Town Centre Funding
Page 3

Approved by me this _____ day of _____, 2012.

William J. Mueller
Village President

ATTEST:

Brigitte O'Brien
Village Clerk