

MINUTES OF A REGULAR MEETING OF THE BUSINESS AND ECONOMIC DEVELOPMENT COMMISSION OF THE CITY OF HIGHLAND PARK, COUNTY OF LAKE, STATE OF ILLINOIS, HELD ON TUESDAY, SEPTEMBER 27, 2016, PRE-SESSION CONFERENCE ROOM, CITY HALL, 1707 ST. JOHNS AVENUE

I. CALL TO ORDER

Chair Miller called the meeting to order at 6:03 p.m.

II. ROLL CALL

PRESENT: Chair Miller, Vice Chair Cox, Commissioners Amdur, Hart and Oberman

Business Development Coordinator Hersch declared that a quorum was present.

ABSENT: Commissioner Dytrych, Commissioner Lichtman

STAFF PRESENT: Business Development Manager Hersch, Business Development Assistant Rosen

COUNCIL PRESENT: Councilman Knobel

ALSO PRESENT: Highland Park Chamber of Commerce Executive Director Ginny Glasner, Student Commissioner Natinsky

III. APPROVAL OF THE JULY 22, 2016 SPECIAL MEETING MINUTES

Chair Miller asked for a motion to approve the meeting minutes of the BEDC Special Meeting held on Friday, July 22, 2016.

Commissioner Amdur moved to approve the July 22, 2016 minutes.

Vice Chair Cox seconded the motion.

On the voice vote, Chair Miller declared that the motion passed unanimously.

IV. DISCUSSION AND CONSIDERATION OF THE PROPOSED 2017 BEDC WORKPLAN

Commissioner Lichtman joined the meeting at 6:05 PM

Business Development Manager Hersch explained that no major changes have been made from the 2016 Workplan and that the Budget remains the same.

Chair Miller asked for questions or comments.

Commissioner Amdur asked how the Business Summit is funded.

Business Development Manager Hersch explained that the Business Summit is funded through sponsorships.

Chair Miller added that the Summit has been self-sustaining in each of the four years that it has been held.

Vice Chair Cox asked if the 2016 spending was in line with the Budget projections.

Councilman Knobel stated that the 2016 spending was within a few dollars of the budget projections.

Business Manager Hersch explained that the 2017 Budget was based in the prior year's spending.

Chair Miller asked for a motion to approve the 2017 BEDC Workplan

Vice Chair Cox moved to approve the 2017 BEDC Workplan

Commissioner Amdur seconded the motion

On the voice vote, Chair Miller declared that the motion passed unanimously.

V. DISCUSSION AND CONSIDERATION OF THE PROPOSED RESOLUTION SETTING THE SCHEDULE OF REGULAR MEETINGS OF THE BUSINESS AND ECONOMIC DEVELOPMENT COMMISSION OF THE CITY OF HIGHLAND PARK FOR 2017

Chair Miller directed the Commissioners to the list of proposed dates and times for the 2017 Regular Meetings of the BEDC and asked for questions or comments.

Commissioner Hart asked that the start time be moved later if the meeting is expected to be lengthy.

Vice Chair Cox asked if any of the proposed dates fell on religious holidays.

Business Development Manager Hersch confirmed that their meeting dates do not conflict with religious holidays.

Chair Miller asked for a motion to approve the Proposed Resolution setting the schedule of Regular meetings of the Business and Economic Development Commission.

Vice Chair Cox moved to approve the resolution.

Commissioner Amdur seconded the motion.

On the voice vote, Chair Miller declared that the motion passed unanimously.

Business Development Manager Hersch asked the Commissioners to notify her if they have conflicts with the proposed dates for the Mayor's Breakfast meetings. She explained that after confirming the Mayor's schedule the Commissioners will be notified of the Special Meeting dates.

VI. BUSINESS SUMMIT REPORT

Business Development Manager Hersch discussed the agenda for the 2016 Business Summit which includes Keynote Speaker Howard Tullman, City Manager Neukirch, Highland Park Chamber of Commerce Director Glasner, as well as a networking reception.

A Development Services Roundtable discussion facilitated by the Community Development Department will occur prior to the Summit to seek feedback on ways to improve the City's services.

Commissioner Lichtman asked if Awards were being given out at this year's Summit.

Business Development Manager Hersch stated that the Business Recognition Awards will be given out this year at a City Council Meeting instead of at the Business Summit. She went on to explain that Business Summit proved not to be a good venue to give out the awards because many of the recipients were not able to attend.

Josh Namus of 477 Broadview in Highland Park joined the meeting at 6:17 p.m.

Business Development Manager Hersch asked Commissioners to arrive at the Summit at 2:15 p.m. to greet guests.

Councilman Knobel asked that Commissioners have name tags for the Business Summit that identify them as BEDC Commissioners.

Chair Miller asked about sponsorships.

Business Development Manager Hersch stated that 2016 sponsorships for the Business Summit are ahead of 2015 sponsorships by several thousand dollars.

Chair Miller added that Sponsorships will still be accepted and that BEDC Commissioners are encouraged to seek addition sponsors for the Summit.

Chair Miller and Vice Chair Cox asked how the response has been thus far and about numbers of RSVPs.

Business Development Manager Hersch explained that RSVPs are slightly down currently and that she suspects that this is due to not using Eventbrite initially to host the invitation. She explained that an Eventbrite invitation has now gone out and asked the BEDC Commissioners to assist in getting the word out about the Summit.

Councilman Knobel added that she has reached out to real estate professionals that are looking to do business in Highland Park. She went on to suggest that if Commissioners know of individuals who have homebased businesses they should invite them to attend the summit. She explained that there is office space available in Highland Park and that homebased businesses might be interested in moving out of their homes.

Business Development Manager Hersch also asked that Commissioners come to City Hall to make phone calls to encourage business owners to attend the Business Summit.

Chamber of Commerce Executive Director Glasner added that the Chamber of Commerce will be promoting the Business Summit through their marketing outlets. Glasner inquired as to how much the Business Summit usually costs.

Business Development Manager Hersch stated that the approximate cost of the Summit is \$7,000.

Chamber of Commerce Executive Director Glasner asked what the extra sponsorship dollars are used for.

Business Development Manager Hersch explained that additional sponsorship dollars are used for marketing and that the sponsorship materials state this use of funds.

VII. WORK GROUP REPORTS

Councilman Knobel updated the BEDC on the Briergate Business District Association (BBAD). The BBAD is currently working on updating a map of the district. Jim Lederer of

Bluegrass is Chair of the BBAD. The recent meetings have had a higher level of participation by businesses than in previous years. Their meetings are generally held on the last Tuesday of each month.

Councilman Knobel went on to discuss the Ravinia Business District Association meeting. She explained that they are shifting their resources to increase lighting in the Ravinia Business District. Community Development will create an RFP to determine costs.

Councilman Knobel then discussed the renewal of the SSA for the Ravinia District. She explained that the formal process for renewing the SSA is underway and that November 14 is the deadline for objections. She went on to explain that the decision to approve the SSA lies with the property owners as the funds are used to help market the businesses occupying their properties.

Business Development Manager Hersch explained that a blind survey will be sent to the property and business owners to seek their feedback on the prior SSA activities and to ask for recommendations on how the funds should be utilized.

Business Development Manager Hersch discussed the difficulties in promoting the Ravinia Business District based on the different types of businesses that make up the district and added that suggestions are welcome.

Business Development Manager Hersch went on to report that the Harvest & Harmony Festival (which was funded by the Ravinia SSA) was very successful. Approximately 5,000 individuals attended over the two day span of the festival. Feedback about the food and music was very positive. Business Development Manager Hersch discussed the possibility of changing the times of the event to be Friday, Saturday and Sunday evenings only due to a lower level of attendance during the day.

Commissioner Dytrych arrived at the meeting at 6:32 p.m.

Councilman Knobel added that the Park District had events Friday and Saturday and that in the future the City and the Park District will do a better job to coordinate their events.

Business Development Manager Hersch added that attendance at the event was made up of people coming from outside of Highland Park and arriving on the Metra.

Chamber of Commerce Executive Director Glasner inquired as to the status of the Klairmont property being developed.

Councilman Knobel and Business Development Manager Hersch explained that the City is waiting for an appraisal from property owner Al Klairmont.

Business Development Manager Hersch added that Ravinia Brewing Company submitted a Building Permit Application last week.

Business Development Manager Hersch also updated the BEDC on the status of the former Ravinia Vogue Dry Cleaners. The property taxes are currently being paid and there is no other information from the property owner. The City has received inquiries about buying or leasing the space and the property owner has been notified by letter of such but the City has not received any response from the owner.

VIII. STUDENT COMMISSIONER REPORTS

Student Commissioner Natinsky discussed the beginning of the school year and explained that most of the clubs are just beginning their planning.

Councilman Knobel asked Student Commissioner Natinsky to invite members of DECA to attend the Business Summit.

Councilman Knobel added that the Highland Park Career Exploration Program had 50 applicants this year.

Commissioner Amdur added that she had a student and that it was a very positive experience.

Commissioner Amdur asked what types of businesses the students were interested in exploring.

Councilman Knobel explained that there has been a wide variety of types of businesses that the students are interested in including psychology, psychiatry, neuro-science, physical therapy and nutrition.

IX. BUSINESS DEVELOPMENT REPORT

Business Development Manager Hersch mentioned the significant number of office spaces available. She explained that many of the properties are older and less desirable. Retail occupancy is at 90.5% which is up from last year. That number is calculated based on total square footage available.

Business Development Manager Hersch stated that Renaissance place is for sale and that there has been interest from very qualified buyers and that it is being sold as one parcel.

Commissioner Lichtman asked if Renaissance Place has a time-frame for selling.

Business Development Manager Hersch stated that she is not aware of a specific time-frame.

Commissioner Hart asked if the ability to rent or sell the former Saks space will affect the sale.

Business Development Manager Hersch explained that if a buyer wanted to tear down or redevelop the Saks Space the City would consider it, but that there would be a formal process for doing so. She added that most retailers are not looking for a space as large as the former Saks space.

Business Development Manager Hersch also noted the opening of Tanoshii Sushi Mike's at 1935 Sheridan Road and that Phoenicia is under new ownership.

Commissioner Hart asked Manager Hersch to explain the difference between Retail and Retail/Service Businesses.

Business Development Manager Hersch explained that in the Central Business District there is a POSO (Pedestrian Oriented Shopping Overlay). Businesses that fall within the POSO and are at ground level must be retail, or retail oriented service business. A nail salon or cleaners which encourage regular trips would be an example of a retail oriented service business.

Manager Hersch updated the BEDC on SCORE's new one-on-one social media mentoring program.

Commissioner Hart asked if there is an update on the former Solo Cup property.

Business Development Manager Hersch stated that there is no update at this time.

Commissioner Amdur asked about the status of the Highland Park Theater.

Manager Hersch stated that the process is ongoing and that there is no update at this time.

Councilman Knobel explained that the individual purchasing the property has been out of town and which has slowed down the process.

X. CHAMBER OF COMMERCE REPORT

Chamber of Commerce Executive Director Glasner briefed the BEDC on a seminar/workshop that was held on the Department of Labor Overtime Rules Changes. The Chamber is working on their 2017 programing, board nominations and holiday magazine.

Commissioner Hart asked if the Chamber takes any official position on political candidates.

Chamber of Commerce Executive Director Glasner explained that the Chamber has brought candidates in as part of a candidates forum in the past, but is not holding one this year and

that the Highland Park Chamber of Commerce does not take official positions on political candidates. Executive Director Glasner also stated that the Highland Park Chamber of Commerce is not affiliated with the U.S. Chamber of Commerce.

XI. OTHER BUSINESS

Manager Hersch discussed changing the format of the Mayor's Council for Business Development to include all businesses. If that format is adopted, meetings would be held in the Council Chambers.

Councilman Knobel added that in the past the meetings had included all businesses and that there has been interest to go back to this format.

Manager Hersch went on to explain that this format would give business owners an opportunity to provide feedback to the City.

Chair Miller expressed his support for this format.

Commissioner Amdur reminded the BEDC about the Art Center's Recycled Art event on October 21st as well the Halloween Trick-or-Treat Event on October 27th which is hosted by Port Clinton and Renaissance Place. Commissioner Amdur noted that this has been a successful way to bring people into the stores and businesses.

Vice Chair Cox asked if the change in format of the Mayor's Council for Business Development would be permanent.

Manager Hersch explained that changes can be made to the format after the first meeting if necessary.

Commissioner Hart asked about the report from the business interviews.

Manager Hersch stated that she is waiting for the remainder of the reports to come in and when she receives them she will be able to finish the report.

XII. ADJOURNMENT

Chair Miller entered a motion to adjourn the meeting.

Vice Chair Cox moved to adjourn the meeting.

Commissioner Lichtman seconded the motion.

Chair Miller adjourned the meeting at 7:10 p.m.

Respectfully Submitted,

A handwritten signature in cursive script that reads "Melissa Rosen". The signature is written in black ink and is positioned above the printed name and title.

Melissa Rosen
Business Development Assistant