

**MEETING MINUTES
CITY OF ST. CHARLES, IL
ST. CHARLES CORRIDOR IMPROVEMENT COMMISSION
JANUARY 10, 2018**

Members Present: Chair English, Vice Chair Schuetz, Potts, Nelson

Members Absent: Hauser and Shimkus

City Staff Present: Matthew O'Rourke – Economic Development Division Manager

1. Opening of Meeting

The meeting was convened by Chair English at 7:00 p.m.

2. Approval of Agenda

A motion was made by Ms. Potts and seconded by Vice Chair Schuetz to approve the January 10, 2018 Corridor Improvement Commission Agenda as revised.

Voice Vote: Unanimous; Nays: None; Members Absent: Hauser and Shimkus

Motion Carried.

3. Approval December 6, 2017 Meeting Minutes

A motion was made by Ms. Potts and seconded by Ms. Nelson to approve the December 6, 2017 Corridor Improvement Commission Meeting Minutes.

Voice Vote: Unanimous; Nays: None; Members Absent: Hauser and Shimkus

Motion Carried.

4. Recommendation to City Council for the City Owned Property Improvement Projects Ordinance Amendments

A. City-Owned Property Improvement Projects Ordinance Amendments and Program Description Review and Recommendation

Chair English made a suggestion to remove from the Ordinance Amendment, “publically accessible” as each of the properties are located in the right-of-way. Mr. O'Rourke agreed and went on to provide a re-cap regarding what initiated this project and what this means for the Commission moving forward. The Commission reviews the Ordinance every few years to confirm they are doing everything they can and also to see if there are any changes that should be made. At the end of last year, when the Ordinance was reviewed, this opportunity was there and with light interest in the Corridor grant program, the time was right to come up with an

alternative plan of action. As a catalyst, if there is money expected to not be used for grant applications to improve City owned properties in the lighter grant interest years. Ms. Potts said in prior years, this was something that they could not do. Mr. O'Rourke explained that this is different. The money is paying for a plan and the City Council will be authorizing how/if each project moves forward.

Chair English stated that improvements made to City owned properties, may generate interest from businesses to take advantage of this and other grant programs that are in place. Both Mr. O'Rourke and the Commission agreed that the overall awareness of City grant programs are not widely known throughout the business community. Mr. O'Rourke said he brings it up with business owners when the opportunity exists. To date, City Council has only approved one grant for about \$900 for Ghoulish Mortals this year with a potential grant to Ryan Corcoran (Corcoran Commercial Real Estate) may utilize this spring at the former Fox Title Company.

The question was asked if the alley-way by Shakou was fit to drive on and it is not – it is intended for pedestrian use only. Chair English said he thought the addition of brick pavers, lighting and benches would be a good fit there. It is too dark for any plants. Mr. O'Rourke thought adding some signage on wrought iron would be good too. Ms. Potts added that there are some lights in the alley way already. The wrought iron that would possibly be used would be green in color and similar to what is in place in the Plaza area on 1st Street. Vice Chair Schuetz suggested adding a name to the alley way. Mr. O'Rourke said that would be something that the City Council would weigh in on and they typically name things after retired elected officials.

The process would be, stated Mr. O'Rourke, if City Council approves this program, they would get the program on the books and then review again in December of 2018. As part of the process, they will be evaluating the demand for grants throughout each year and then see where everything is at in December. Currently, this year there is approximately \$19,000 available through April 30, 2018. Vice Chair Schuetz asked what happens to that money if it is not used and Mr. O'Rourke said that this program is set up to be very systematic and this year the funds remaining will go back into the General Fund. When May 1, 2018 comes around, the Corridor Commission will get its new funding allotment – which has yet to be determined.

A motion was made by Vice Chair Schuetz and seconded by Ms. Nelson to recommend approval of the City Owned Property Improvement Projects Ordinance Amendments Program, No. 12.40.

Voice Vote: Unanimous; Nays: None; Members Absent: Hauser and Shimkus

Motion Carried.

5. Discussion Items

Mr. O'Rourke stated that the traditional priorities are still in place and that they can award Four Season Grants for the rest of this fiscal year. Ms. Potts said that this is something they should work on this winter. She suggested going back to visit some businesses that have received a Four Season Grant before – some of them may be ready to do more and would be

interested again – like Reber Foley. The funding would need to be approved by City Council by May 1, 2018, to roll forward into next year’s budget, reminded Mr. O’Rourke. Ideally, the paperwork should be in place by the end of March to present to City Council in April. Chair English suggested having a list brought to the next meeting consisting of the businesses that have received Four Season Grants to date. They would divide that list up between the Commission members and each of them would contact these places during the month of February. Vice Chair Schuetz requested having the contact information provided as well. Ms. Potts suggested taking it a step further and provide the option of adding trees in some of these places if the people agreed. It would be conducted similar to the 50/50 program conducted by the Public Works Division. Mr. O’Rourke said that something like that was done right before he started working with the Commission. Currently, he did not see a problem in doing something like that again. He will provide a list of recipients and their contact information and bring it to the next meeting.

In addition, Mr. O’Rourke will reach out to Ryan Corcoran to remind him that they are getting close to the end of the year and if he is still interested in a grant, he should get something going soon.

Lundeen’s had been approved for a grant in 2016 and they have yet to put in new landscape. This has been rolled over once before so Mr. O’Rourke will contact Julie Lundeen to let her know that she needs to do something before May 1, 2018 or the grant will become obsolete.

6. Additional Business from Corridor Commission Members, Public or Staff

There were none.

7. Announcements

There will be a new member starting at the next meeting that will replace Ms. Kane.

8. Up Coming Meeting Dates

A. February 7, 2018

A motion was made by Vice Chair Schuetz and seconded by Ms. Potts to adjourn the January 10, 2018 Corridor Improvement Commission Meeting.

Voice Vote: Unanimous; Nays: None; Members Absent: Hauser and Shimkus