

**CITY OF FAIRVIEW HEIGHTS
BUSINESS ALLIANCE COMMISSION (BAC)
TUESDAY, MARCH 22, 2016 – 1:30 P.M.
MEETING ROOM A
FAIRVIEW HEIGHTS CITY HALL
10025 BUNKUM ROAD**

AGENDA

1. CALL TO ORDER
2. CITIZENS' COMMENTS
3. APPROVAL OF MINUTES:
 - [JANUARY 26, 2016](#)
 - [JANUARY 29, 2016](#)
 - [FEBRUARY 4, 2016 \(SUBCOMMITTEE MEETING\)](#)
 - [FEBRUARY 9, 2016 \(SPECIAL CALLED MEETING\)](#)
4. [SALES TAX REPORT / ECONOMIC DEVELOPMENT DIRECTOR'S REPORT](#)
5. REPORT ON 2016 HOTEL / MOTEL APPLICATION PROCESS
6. DISCUSSION OF PROJECTS COMMISSION MIGHT CONSIDER SPEARHEADING:
 1. CHRISTMAS LIGHTS
 2. FESTIVALS AT ST. CLAIR SQUARE PARKING LOT
 3. FUNDRAISER FOR ROUNDABOUT FOCAL POINT
7. OTHER BUSINESS TO COME BEFORE THE COMMISSION
8. NEXT MEETING – APRIL 26, 2016 AT 1:30 P.M.
9. ADJOURN

THE CITY OF FAIRVIEW HEIGHTS

BUSINESS ALLIANCE COMMISSION (BAC) MINUTES

Tuesday, January 26, 2016 - 1:30 p.m.

Meeting Room A

10025 Bunkum Road, Fairview Heights, IL

Committee Members in attendance – Chuck Daily, Charles Kassly, Bill Poletti, Robert Triplett, Don Barkley, Brandon LaMarque, Elroy Philip, & Michael Hagen

Committee Members absent – Marty Bausano

Other Aldermen and Elected Officials in attendance – Karen Kaufhold

Staff in attendance - Land Use Director Tim Tolliver & Economic Development Director Mike Malloy

Recorder – Becky Short

Public Participation

None

Approval of minutes – December 22, 2015

Motion and second to approve the December 22, 2015 minutes were made by Bill Poletti/Michael Hagen. The motion carried by voice vote and was unanimous.

Report on City Sales Tax

Over the past 6 months there has been an increase in sales tax. Overall, there has been a 5.8% growth in sales tax. The city is current with state funds.

Economic Development Director's Report of January 11, 2016

Director Malloy commented on some of the highlights of the report: the Joint Review Board (JRB) will meet on February 5, 2016, the Enterprise Zone has been approved and certified, discussion of having the Downstate Alliance Commission meeting in Fairview Heights bringing in 150 people, grocery store locating to the city, a car parts franchise utilizing space in the Arrowhead complex to put in a warehouse, discussion about applying for a grant worth \$650,000 for a roundabout at Commerce and Marketplace, and construction on the Lincoln Trail Streetscape starting in spring 2017.

Discussion of Hotel/Motel Tax Grant Funds and Future Allocation Scenarios

- A. 2016 Current Application/Deadline for 2016 Applications
Malloy went over the history of the Hotel/Motel Screening Subcommittee. Discussion was held about the dates for application deadline.
- B. 2015 Applicants

The commission reviewed the 2015 applications and discussed changes needed on the 2016 application. The consensus of the commission was to make the process more objective rather than subjective.

C. Staff Grants Allocation Scenario

Discussion on who would go over the application and make recommendations to the Business Alliance Commission. The city would like to see more accountability and expanding the criteria on the reporting form.

D. Formation of Hotel/Motel Fund Grants Committee for 2016 Allocation

The members of the subcommittee will be Chuck Daily, Mike Malloy, and Bill Poletti (ex-officio).

Discussion of newly created Enterprise Zone

Malloy went over what an Enterprise Zone is and answered any questions the commission had.

Discussion of need for special meeting prior to February 23, 2016 regular meeting

Discussion was held about the need for a special meeting prior to February 23rd to discuss the Hotel/Motel Fund Grant application and the timeline for when the applications will need to be turned in by. Commission agreed to have a subcommittee meeting on January 29th at 10:00 a.m. and a special BAC meeting on February 9th at 1:30 p.m. This way the application can be discussed at the February 10th Finance Committee meeting and then voted on at the February 16th City Council meeting.

Subcommittee meeting: Friday, January 29, 2016 at 10:00 a.m.
Next meeting: Tuesday, February 9, 2016 at 1:30 p.m.

Adjournment 3:24 p.m.

Submitted By:

Recorder

THE CITY OF FAIRVIEW HEIGHTS
BUSINESS ALLIANCE COMMISSION (BAC)
SUBCOMMITTEE MINUTES
Friday, January 29, 2016 – 10:00 a.m.
Council Chambers
10025 Bunkum Road, Fairview Heights, IL

Committee Members in attendance – Chuck Daily, Mike Malloy, Don Barkley, & Bill Poletti (Ex-Officio)

Committee Members absent –

Other Aldermen and Elected Officials in attendance – Karen Kaufhold

Staff in attendance – Interim Finance Director Gina Rader (10:17 a.m.)

Recorder – Becky Short

Public Participation

None

Discussion of Hotel/Motel Tax Grant Funds and Allocation Criteria

A lengthy discussion was held about the Hotel/Motel Grant application. The Interim Finance Director was present to discuss the guidelines in regards to the budget and audit. Discussion was held about making sure applicants turn in receipts. The idea of breaking up the grant in multiple checks was also discussed. This would make the groups applying for a grant more accountable. The applications will be turned into the Administration Department and then given to the Economic Development Director to distribute to the Review Committee. Malloy brought up putting the tourism/advertising money in the upcoming Administration Budget. Members of the group came up with a matrix so there is a way to score the applications. Clerk Kaufhold volunteered to write definitions for the matrix. The matrix will be discussed at the next subcommittee meeting held on February 4th at 2:00 p.m.

Subcommittee meeting: Thursday, February 4, 2016 at 2:00 p.m.

Adjournment 12:42 p.m.

Submitted By:

Recorder

THE CITY OF FAIRVIEW HEIGHTS

**BUSINESS ALLIANCE COMMISSION (BAC)
Hotel/Motel Fund Grant Subcommittee Meeting
Thursday, February 4, 2016 – 2:00 p.m.
Mayor's Conference Room
10025 Bunkum Road, Fairview Heights, IL**

Committee Members in attendance – Chuck Daily, Don Barkley, Charlie Kassly, & Bill Poletti (Ex-Officio)

Committee Members absent –

Other Aldermen and Elected Officials in attendance – Pat Baeske & Karen Kaufhold

Staff in attendance – Mike Malloy

Recorder – Becky Short

Public Participation

None

Discussion of Hotel/Motel Grant Funds and Allocation Criteria

Subcommittee went over each item on the matrix. Poletti will update the spreadsheet and Short will update the Hotel/Motel Tax Grant Funding Program application so they can be placed on the February 9th Business Alliance Commission agenda.

Discussion on Recommending Allocation Criteria to Business Alliance Commission (BAC) at a Special Called Meeting on February 9, 2016

Motion and second to put the updated matrix and Hotel/Motel Tax Grant Funding Program Application on the February 9th Business Alliance Commission agenda were made by Karen Kaufhold/Don Barkley. The motion carried by voice vote and was unanimous.

Commission meeting: Tuesday, February 9, 2016 at 1:30 p.m.

Adjournment 3:20 p.m.

Submitted By:

Recorder

THE CITY OF FAIRVIEW HEIGHTS
BUSINESS ALLIANCE COMMISSION (BAC)
Special Called Meeting
Tuesday, February 9, 2016 – 1:30 p.m.
Mayor's Conference Room
10025 Bunkum Road, Fairview Heights, IL

Committee Members in attendance – Chuck Daily, Michael Hagen, Don Barkley, Bob Triplett & Bill Poletti

Committee Members absent – Elroy Philip, Charlie Kassly, Marty Bausano, & Brandon LaMarque

Other Aldermen and Elected Officials in attendance – Pat Baeske & Karen Kaufhold

Staff in attendance – Mike Malloy

Recorder – Becky Short

Public Participation

None

Review Recommendations of Hotel/Motel Fund Grant Subcommittee Concerning Application Revisions and Allocation Criteria of Hotel/Motel Tax Grant Funds

Commission reviewed the application and modified the document because there is no longer a Hotel/Motel Screening Subcommittee. Commission went through the application page by page. Commission agreed to add page numbers, add the matrix as Exhibit F, add questions, and update the names and titles in the application.

Recommend Application Revisions and Allocation Criteria for Hotel/Motel Tax Grant Funds to Finance Committee Meeting on February 10, 2016 at 7:00 p.m.

Michael Hagen made a motion to approve the application and matrix with changes and send the amended documents to the Finance Committee for review. Seconded by Bob Triplett, motion passed on 4 yeas and 1 abstain (Bill Poletti).

Adjournment 2:34 p.m.

Submitted By:

Recorder

**CITY OF FAIRVIEW HEIGHTS, IL
SALES TAX REPORT
State 1% Municipal Tax Portion**

DISTRIBUTION MONTH	MAY 2010 - APRIL 2011	MAY 2011 - APRIL 2012	MAY 2012 - APRIL 2013	MAY 2013 - APRIL 2014	MAY 2014 - APRIL 2015	MAY 2015 - APRIL 2016	% CHANGE	CHANGE IN DOLLARS
MAY	\$ 619,328.06	\$ 619,211.17	\$ 629,863.98	\$ 601,011.50	\$ 584,713.94	\$ 586,147.75	0.3%	\$ 1,433.81
JUN	689,992.30	675,264.71	692,902.50	655,667.46	647,401.33	708,268.15	9.4%	60,866.82
JUL	569,542.81	594,120.05	578,187.49	574,119.26	578,345.95	563,612.88	-2.6%	(14,733.07)
AUG	591,482.11	587,452.26	602,449.00	586,795.92	593,876.18	607,839.70	2.4%	13,963.52
SEP	648,045.41	654,058.72	663,854.82	610,055.28	579,381.42	653,462.36	12.8%	74,080.94
OCT	589,409.53	590,474.65	572,075.75	554,178.50	550,782.54	573,059.41	4.0%	22,276.87
NOV	592,675.72	593,273.35	620,158.32	574,589.49	579,500.49	642,921.78	10.9%	63,421.29
DEC	638,144.11	626,112.57	631,306.50	468,313.25	588,998.17	626,164.49	6.3%	37,166.32
JAN	596,410.80	572,082.72	576,698.91	589,088.14	580,475.99	627,103.06	8.0%	46,627.07
FEB	729,123.82	718,749.92	710,629.96	687,960.48	680,833.91	695,015.32	2.1%	14,181.41
MAR	1,092,964.09	1,057,805.62	1,049,090.01	969,659.49	1,028,593.77	1,041,010.81	1.2%	12,417.04
APR	485,716.35	496,524.53	532,313.55	458,225.94	528,428.24	-		
YTD TOTAL	\$ 7,842,835.11	\$ 7,785,130.27	\$ 7,859,530.79	\$ 7,329,664.71	\$ 7,521,331.93	\$ 7,324,605.71		\$ 331,702.02
YTD CHANGE	4.2%	-0.7%	1.0%	-6.7%	2.6%	4.7%		
MONTHLY AVG	\$ 653,569.59	\$ 648,760.86	\$ 654,960.90	\$ 610,805.39	\$ 626,777.66	\$ 610,383.81		

MEMORANDUM

TO: Elected Officials

FROM: Mike Malloy, Director of Economic Development

DATE: March 11, 2016

SUBJECT: Development Committee Agenda Overview

Economic Development Director Report:

1. One (1) item is on the agenda that requires action: Consider authorizing an Enterprise Zone application fee of \$500.00.
2. A revised schedule for TIF #5 will be on the agenda for discussion.
3. Staff is working with a realtor on filling vacant space at #5 Canty Lane; potential exists that TIF #3 monies could be requested to fund potential improvements.
4. Construction on a new sidewalk on the south side of Lincoln Trail from 159 to Ruby will start in April. In conjunction with project, two (2) bus shelters will be installed.
5. Steve Giger's Redevelopment Agreement for the City to assist in funding for improvements at Perfect Finish will be on the March 15th Council agenda for a final vote.
6. Staff has met with the Chamber of Commerce/Belleville News Democrat on several occasions to discuss Phase II of the targeting campaign as funded last year with Hotel/Motel funds. A funding request is anticipated to go before the Finance Committee on April 13th.
7. Participated in a presentation to the Chamber of Commerce on the State of the City.
8. Prepared and made a presentation to a developer on two (2) sites on North 159.
9. Five (5) applications for Hotel/Motel funding of events have been received. The Review Committee is proposing to meet on March 31st to grade the applications and make recommendations to the Finance Committee which will meet on April 13th. Council would then make a final decision on allocation of Hotel/Motel funds on April 19th.
10. Two (2) grant applications have been submitted to E-W Gateway for funding a portion of Phase II of the Lincoln Trail Streetscape.
11. Staff developed a City of Fairview Heights ad that will appear in 2016 Base Review.

12. Staff has received a draft of a map depicting all TIF's and the City's Enterprise Zone.
13. Staff continues to work with owner and contractor on development of NAPA Auto Parts store.
14. The proposed Senior Housing project on St. John's United Church of Christ property was submitted to the Illinois Housing Development Authority the week of March 8th; full funding approval is anticipated in August/September of 2016.

Mike Malloy
Director of Economic Development