



Minutes  
Village of Glen Ellyn  
Special Village Board Workshop  
Monday, August 28, 2023  
6:00 PM  
Glen Ellyn Civic Center, Room 301

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**A. Call to Order – 6:05 PM**

**B. Pledge of Allegiance**

**C. Roll Call**

Upon roll call by Clerk Cosby, President Senak and Trustees Christiansen, Fasules, Kalinich, Gould, Simon, and Thompson, replied “Present.” Also present were Village Manager Franz, Assistant Village Manager Rodman, Village Attorney Mathews, Economic Development Coordinator Hannah, and Acting Finance Director Brankin. Trustee Christiansen left the meeting at 6:27pm for personal reasons.

**D. Audience Participation**

There was no off-agenda public comment.

**E. Presentation**

- 1) Central Business District (CBD) Business Support Programs (Economic Development Coordinator Hannah)

Economic Development Coordinator Hannah outlined the requirement for the proposed Business Support Program, the amounts that business owners could qualify for based on lost revenue, and the source of the funding. She added that marketing support would be increased as well, with an amount to be determined.

President Senak emphasized that whatever action to take is decided upon, funds need to get out quickly.

Trustee Kalinich was appreciative that Phase One of the Streetscape construction project was included in the proposed program.

Trustee Gould asked about businesses that were included in the program. Discussion ensued on how “retail” is determined in a service business. Economic Development Coordinator Hannah added to the discussion. The impact of e-commerce was part of this discussion as well.

Trustee Simon asked what the Village would do for businesses that have suffered in other ways than monetarily throughout all four phases of construction. Discussion ensued.

Trustee Simon asked what the goal of the program is supposed to be. Trustee Fasules gave his opinion that it's compensation for the pain that the Village has caused due to the Streetscape construction.

Trustee Thompson pointed out that it's an infrastructure project, not just a beautification project. He also felt that for Phase One, the requirements should be a bit more forgiving given their circumstances. The Board discussed this idea.

Trustee Kalinich asked what money has been left on the table, if any, for any other award programs. Economic Development Coordinator Hannah replied.

Trustee Simon wondered what the businesses think about the program.

Shannon Burgess, owner of the bookstore, spoke about how her business would use the money and what the issues are with other businesses in the CBD. She explained how the shortfall in funds affects inventory for the holiday season. She felt that any amount of funding will help everyone. She also felt that accountability was a fair requirement for receiving money. She added that help with low interest loans would be helpful for some businesses.

President Senak asked Ms. Burgess if she thought a grant program, or a low interest loan, would be the best way to help business owners. Ms. Burgess replied. President Senak asked a follow up question about whether the proposed grant amount would be able to sustain the businesses. Ms. Burgess replied.

President Senak asked Attorney Mathews and Acting Finance Director Brankin if there are any legal issues that prevent the Village from making loans. They replied that they did not believe there was. Economic Development Coordinator Hannah added that one of the community banks was offering to work with businesses to take out lower interest loans.

Trustee Thompson asked about the service businesses and how to help them if they can show need for a grant at the same level as the retailers. Discussion ensued. Ms. Burgess added her thoughts on the businesses that are on the second floors of the CBD. Consensus seemed to be that storefronts should be given consideration whether retail or service.

Trustee Simon felt that treatment should be equitable due to some businesses not being down financially. Ms. Burgess gave her thoughts on this issue.

President Senak asked what the two grant amounts should be. Discussion ensued. The Board agreed to two (2) one-time grant amounts and which businesses may apply for the grants. For businesses whose revenue is down 20-30%, the grant would be \$3,000; for businesses whose revenue is down 30% or more, the grant would be \$4,500. These grants would be sourced from the General Fund.

To be eligible for the CBD Small Business Construction Impact Grant Program, the business must meet the following criteria:

- Be an existing business that is independently owned (including independent

franchisees)

- Be primarily: retail, food and/or beverage service, or entertainment
- Be able to provide the information listed in Section 2 of the Agreement, and
- Have ‘bricks and mortar’ presence in the streetscape project area (Phase I or II)
- Have regular posted walk-in hours during the construction timeline
- Have been fully open for business one year prior to the start of the applicable construction phase
- Have an approved Business Registration and Occupancy Permit on file with Village

An application for a grant request may only be submitted by a commercial business owner. The business owner must present the following documents:

- Total Business revenue for April 1 - August 31 from their construction impact period
- Total Business revenue for the same time period from the year prior to their construction impact period
- Paid in full receipts of business expenses incurred during same period for rent, payroll, utility (e.g. cannot be used for past due expenses of that period)

Economic Development Coordinator Hannah thanked Ms. Burgess for her involvement in getting feedback from business owners in the CBD.

Economic Development Coordinator Hannah asked if the existing downtown beautification program was going to continue. It was agreed that it would continue.

Village Manager Franz summarized what was agreed to as far as the parameters of the proposed grant program.

Assistant Village Manager Rodman asked if income verification would be part of the program. Village Manager Franz replied that an affidavit would be required and businesses would be trusted to submit truthful information.

Trustee Thompson asked for the timing to be adjusted. Village Manager Franz replied and it was agreed that the timeframe would be adjusted for phase one.

## **F. Adjourn – 7:02 PM**

Mover: Trustee Gould; Second: Trustee Kalinich. Unanimous vote to adjourn.