

**Lincoln Avenue Special Service Area (SSA) #35  
Commission Meeting Minutes - February 15, 2007  
Lincoln Park Financial Group, 2755 N. Lincoln**

Present: Keegan, Patel, Quartana, Sanchez, Stamp (via conference call)  
LPCC Staff: Knudsen, Schilf

**Call to Order**

- I. Call to Order: The meeting was called to order at 8:34 a.m. by Keegan.

**Approval of Minutes**

- II. Approval of 12/7/06 meeting minutes

Motion by Keegan to approve 12/7/07 minutes. Motion seconded by Patel.  
Unanimously approved.

**Reports**

- I. Financial
  - a. Commission reviewed YTD Balance Sheet, the Statement of Cash Flows and a Profit & Loss statement from January 1, 2005 through February 14, 2007
  - b. Commission requested clarification from Schilf on the breakdown of the management fee. Schilf responded that SSA budget format is dictated by DPD.
  - c. Discussion about best use of taxpayer dollars ensued:
    - i. Send out a survey or hold a public forum to elicit community feedback

**Special Orders**

- II. Snow Removal
  - a. Commission expressed concern about snow removal efforts throughout the duration of the winter storm.
  - b. Generally Commissioners thought that the performance by the snow removal company was poor. Some sidewalks were clear of snow, others were not. If sidewalks were clear it looked as though building owners and shopkeepers shoveled themselves. One resident reported to Commissioner seeing an ATV plowing. A mail carrier reported to Commissioner blowing snow quickly covered cleared sidewalks and that some areas looked like they had been shoveled and some didn't.
  - c. It was suggested that salting the sidewalks after plowing would demonstrate that the sidewalks had been plowed despite wind and blowing snow.
  - d. Patel presented photographs he took of the sidewalks for documentation.
  - e. Knudsen reported her phone conversations with Tim's Snowplowing
    - i. Tim's Snowplowing stated that they had plowed the sidewalks repeatedly but that the blowing and drifting snow quickly concealed their efforts. They also stated that the City of

Chicago snow removal employees were making the same claims on local news.

- f. Commissioners want to see invoices as soon as they are received.
- g. Commissioners would like to revisit the snow removal issue at the next meeting.

### III. Search DC Contract

- a. A new Search contract for the first quarter of 2007 was signed reducing cleaning to two days per week, Saturdays and Sundays.
- b. The crew is cleaning the gutters if cars are parked along the street to serve as a barrier to moving traffic. The contract was modified to reflect this change in service.
- c. Search does not send a crew out if the weather is 20 degrees or below. Due to the extremely cold temperatures of the past few weeks crews have not been sweeping on a regular basis. LPCC has been in contact with Search regarding this. Search has sent a supervisor out to spot-clean problem areas free of charge.
- d. At March meeting, commissioners should determine whether they would like to sign Search for another three month contract.
- e. Commissioner discussion
  - i. Commissioners expressed concern that the equipment Search crews currently use (broom and dust bin) is inadequate. What would be better would be a push broom, a shovel and a rolling cart. Perhaps this change would require the SSA to add a third cleaning day to the Search contract.
  - ii. The contract specifies Search picks up garbage and debris so contract would need to be modified to accommodate new street cleaning requests/procedures.
  - iii. The commission was curious about the costs associated with a street sweeping machine. Could Search crews operate? Would this be cost effective?
  - iv. Knudsen will talk to Greg at Search to discuss adding street sweeping, better equipment and a rolling cart.
  - v. Knudsen will follow up with SS regarding street sweeping machine.
  - vi. Should confirm with Street and Sanitation that they are sweeping the streets on Sunday mornings.

### IV. Hanging Baskets

- a. Waiting for final approval from the City
- b. Will provide Commissioners with complete update at the next meeting
- c. The goal is to have baskets up by June if approved by Commission.

## Old Business

### V. Website and Communication with SSA Constituents

- a. Knudsen is drafting an RFP to solicit bids for a website developer and host. Commissioners are asked to provide Knudsen with suggestions for potential vendors. New website for Lincoln Park High School was mentioned.
- b. Bids will be presented at next meeting for a vote.

- c. Knudsen is preparing copy for website in advance to expedite site go-live date.
  - d. Annual letter and survey to constituents regarding 2006 accomplishments and 2007 plans will be forthcoming. Discuss at next meeting.
- VI. Nonprofit Participation in SSA
- a. The county does not provide data on the EAV for tax exempt properties so Commission will not be able to assess contribution based upon property value.
  - b. Commissioner discussion
    - i. Is it appropriate to ask Children's to contribute if they maintain their own sidewalks and benefit the community in other ways?
    - ii. It was suggested that perhaps Children's would like to contribute.
    - iii. Commissioners decided that it would be appropriate to ask Children's to contribute the amount that it will cost to install and maintain hanging baskets on the street lamps in front of their property. Knudsen will calculate this amount for approval at the next meeting.
    - iv. Should Commission ask Lincoln Park Fest to contribute to SSA for potential damage done to hanging baskets, etc. Tabled for discussion at next meeting.

#### **New Business**

- VII. Illinois Open Meeting Act Amendment
- a. Commissioners received a copy of the Act and Schilf explained to the impact of the Act on the Commission:
    - i. Quorum is defined by the State of Illinois as a simple majority but due to the small size of the Commission, the Commissioners for SSA #35 voted to set their quorum at 4 (if their quorum was set at 3, any two people discussing the SSA would need to be a part of the public record.)
  - b. Due time constraints and the complexity of the issue the quorum discussion will be tabled for the next meeting.
- VIII. Meeting Attendance Policy
- a. Commission discussed amending bylaws to include a meeting attendance policy. This is due to the size of the Commission and the size of the quorum and to ensure that all members attend meetings regularly.
    - i. An example provided on the SSA bylaws template provided by DPD reads, "A Commissioner duly appointed and serving who is absent for three consecutive regular meetings shall be automatically deemed to have resigned from the Commission. A Commissioner may additionally be asked to resign by the Chairman if their absenteeism from regular meetings is causing deleterious effect on conducting Commission business."
- This issue is tabled for discussion at a future meeting.

**Meeting Adjournment**

Motion by Quartana to adjourn the meeting at 9:35 a.m. Motion seconded by Patel.  
Unanimously approved.

*Minutes respectfully submitted by Kate Knudsen.*

**Next Meeting**

The next meeting will be held on Friday, March 23 from 8:30 to 10 a.m. at the offices of the Lincoln Park Financial Group, 2755 N. Lincoln.