

**Lincoln Avenue Special Service Area (SSA) #35
Commission Meeting Minutes
Lincoln Park Financial Group – December 7, 2006**

Attendance:

Commission Present: Patel, Quartana, Stamp, Sanchez

Commission Absent: Keegan

Staff Present: Toussaint, Schilf

Guests Present: Peter Zelchenko

Call to order:

8:34 by Quartana

Approval of Minutes:

Motion by Patel: To approve the October 19, 2006 Meeting Minutes. Motion seconded by Sanchez and unanimously approved.

Public Forum:

Peter Zelchenko attended to address two concerns: notification and emergency expenditures.

1. Notification:

- a. Zelchenko would like to have a binder of SSA information in a library or public place. This binder should include minutes, agendas, budgets, activities – a duplicate of a Chairman style binder for any stakeholder or media to scrutinize and peruse. Furthermore, he feels that something similar to this should be available for visitors to SSA Commission meetings.
- b. Zelchenko came to the Lincoln Park Chamber of Commerce (LPCC) offices yesterday evening (12/6) at 4:00 p.m. for an SSA #23 meeting only to find that the meeting had been rescheduled. Feels that those who have attended meetings, spoken during the public forum or presented at meetings should also receive email reminders about meeting schedules.

2. Emergency Repairs:

Zelchenko spoke again in regards to the window of Mr. Virani, the window of at least 1 other business and 2 windows in his own residence. (At the July 27, 2006 and October 19, 2006 meetings Mr. Zelchenko addressed the issue as follows: On behalf of ALARM, Zelchenko requested that the commission consider an emergency expenditure on behalf of Aslam Virani, owner of Lincoln Mini-Mart located at 2228 N. Lincoln to reimburse him for the cost of the board up due to a window broken by a bar patron, as well as to pay for the cost of a new window.) Zelchenko explained that he has spoken recently with SSA #35 commissioner Keegan (not present) and felt that she was in favor of considering the possibility of an emergency maintenance fund for occasions such as this. Furthermore, Zelchenko feels that these type of expenditures would be the best use of funds available – better than using them for commercial promotions and decoration. It was noted that Mr. Virani has received citations for not fixing his windows.

Reports:

Financial:

Patel reported:

- Profit and Loss Statement
 - o This document was presented showing income and expenses from 1/1/05 – 12/6/06. This provides a comprehensive picture of all income and expenditures to date.
 - o This report does not include the payment of \$24,000 to LPCC for the 2006 administration fee.
 - o Commissioners questioned the expense on sidewalk snow plowing. Zelchenko, Sanchez and Quartana all noted areas of concern not shoveled at all.
 - o Toussaint will follow up with Tim's Snowplowing in regards to these concerns.
- Balance Sheet:
 - o There is currently a balance of \$22,917.22 in the checking account and \$50,402.92 in the Money Market account.
 - o It was noted that there are negative retained earnings on the balance sheet, however, this will only exist for this start up year.
 - o In response to a question from Quartana, Patel reported that there is approximately \$10,000 in outstanding levy.

Motion by Patel: To transfer \$15,000 from checking to the money market account. Motion seconded by Sanchez and unanimously approved.

- Financial History and Loan Information:
 - o Patel met with Toussaint and Schilf on 12/5/06 at 4:30 p.m. and reviewed the financial history, loans and expenditures of the SSA prior to its establishment and the establishment of the SSA bank account. He reviewed this information with the commission and reported that all is in order with documentation.

Special Orders:

Sidewalk trash removal:

- Stamp noted that the cleaning crew has not been wearing the blue Lincoln Avenue vests. Toussaint will touch base with Search Developmental Center (SDC) to ensure that this is done.
- Patel noted that he feels that things look good per the work being done.
- Patel questioned Zelchenko, who noted that, although he has seen the service on the street and that they are thorough, he has not noticed a difference in cleanliness overall.
- Sanchez questioned the possibility of asking Streets and Sanitation and the Alderman for trash baskets, sponsored by local businesses, to be placed on the street. Toussaint responded that the city preferred baskets are expensive and that the approval of 43rd Ward Streets and Sanitation Commissioner Restivo must be gained prior to the addition of trash cans. If this is a project the commission would like to undertake, it will be a lengthy process. In response, Sanchez questioned whether a letter could be

- written to the city to ask them to exempt businesses from the fee involved in getting a trashcan. Stamp noted that it was unlikely that the city would do this.
- Toussaint reviewed services provided by SDC: removal of loose trash on sidewalks, tree grates, gutters and sidewalk cracks, as well as regular graffiti reports.
 - Zelchenko asked for and was granted the floor. He noted that he has, in the past, contacted 311 and gotten additional wire baskets for the 2200 block and feels that this is easy, that streets and sanitation are required to empty these, and that this could be done multiple times. Furthermore, he feels that if Streets and Sanitation can do less sidewalk cleaning, due to the services of SDC, then they can spend more time emptying these additional trashcans. In Zelchenko's opinion, the 2500 block has a surplus of unused baskets that could be moved to the 2200 block.

Hanging Baskets and Landscaping:

- Toussaint reviewed revised cost estimate provided by Jace Designs, as well as estimates gathered for property insurance and basket liners.
- Should the commission move forward with hanging baskets, all in attendance agreed that the commission will need to investigate further the insurance and warranty of the baskets and installation.
- Sanchez suggested the purchase and sales of banners to create additional income for the street. In response, Quartana cited the amount of management time required for such a program and Stamp noted that the mission of the SSA includes beautification and that, in his opinion, banners do not necessarily beautify the neighborhood.
- Toussaint noted that SSA #23 is considering selling sponsorship of hanging baskets, noted with a plaque, to offset these costs. The commission felt that people would be unable to see the names making this not valuable for businesses.
- Toussaint noted that, no matter what the preference of the commission, no action can be taken until approval to hang the baskets is received from the Bureau of Electricity (BOE). Currently, various SSAs, Alderman and the Chicago Department of Transportation (CDOT) are working to resolve this issue with BOE.

Motion by Stamp: To table further discussion of the purchase of hanging baskets and their subsequent landscaping until a decision is reached by BOE. Motion seconded by Patel and unanimously approved.

Sidewalk Trash Removal revisited:

- Commission reviewed their current opinions in regard to the work of SDC.
 - o Quartana noted that he has not yet seen the crews, but also admitted that since he has a 4 a.m. business next to his office, he might have additional/varied trash issues.
 - o Stamp, Sanchez and Patel have all seen the crews.
 - o Sanchez feels that there is a noticeable difference on the street on weekend mornings.
- Stamp suggested shorter term contracts for all providers so the commission can review and renew contracts quarterly.
- Stamp suggested reducing the number of cleaning days for SDC during the winter.

Motion by Stamp: To alter the schedule of sidewalk trash removal to two days per week starting on 1/1/07 with the new contract for the first quarter of the year. Motion seconded by Patel and unanimously approved.

Pressure Washing:

This work will not be done until Spring, 2007.

Motion by Stamp: To table further discussion of pressure washing until closer to the date that the work is to be completed. Motion seconded by Patel and unanimously approved.

Old Business:

Website and Communication with SSA Constituents:

- Quartana feels that, in order to share information in as economical a way as possible, that a non marketing oriented website would be a warranted expense.
- Toussaint summed up the current website status: SSA #35 has a page maintained as a part of the LPCC website. Since this was not created as an updateable page, the SSA pays a small fee for each addition of minutes, etc.
- Quartana again noted that he feels that a website offers sufficient information and accessibility, however, SSA constituents would need to be notified of its existence.
- Toussaint reminded the commission of their previous discussions, during which they agreed to send out a letter to all SSA constituents in February, 2007, summarizing actions taken in 2006 and actions planned for 2007. This letter could also include the website address and 2007 proposed meeting schedule.
- Patel maintains the website for his own business and noted that this costs approximately \$120 to host. He is willing to put together a small website for the commission's review at the next meeting.
- It was questioned if the commission could reimburse Patel for this work. Stamp and Toussaint both responded that this would be a conflict of interest.
- Quartana questioned if the LPCC should be asked to also contact outside vendors to get quotes for this work and Schilf noted that she would like to at least contact Neoteric Design, creator of the SSA #23 website. Stamp noted that he feels if we bid on person, we must bid others.
- Quartana suggested selling sponsorships to businesses for the website to offset costs.

Motion by Stamp: To direct the LPCC to collect proposals for the creation of an SSA #35 website and for Patel to develop a website for commissioner review at the next meeting. Motion seconded by Sanchez and unanimously approved.

New Business:

Meeting Schedule:

- Sanchez suggested that meetings be kept to 1 hour/1 hour and 15 minutes maximum out of respect for the time of those in attendance.
- Toussaint noted that, in the past, Keegan suggested a meeting schedule as follows: Monthly meetings with the exception of August and December.
- Patel agreed to this schedule provided that it can be amended as needed.

- Schilf noted that she will need to confirm availability of the new LPCC staff member assigned to SSA #35 (staff person TBD).

Motion by Patel: To meet monthly on the third Thursday at 8:30 a.m. at the offices of the Lincoln Park Financial Group, 2755 N. Lincoln, with the exception of August and December.
Motion seconded by Sanchez and unanimously approved.

Nonprofit Participation:

- Quartana feels that this is an important task and that the nonprofits should be approached ASAP.
- Schilf noted that she had spoken with Pat Magoon, president of Children's Memorial Hospital, during the establishment process for SSA #35 and that he indicated a willingness to contribute.
- Toussaint noted that other SSAs do make similar requests of their nonprofit organizations and base the dollar amount requested on an estimate of what the levy would be for the property.
- Quartana requested that Toussaint gather this information for the commissioners and share it ASAP, preferably prior to the next meeting.
- It was questioned how the SSA might work with the senior home
- Quartana noted that he feels they will not be able to contribute financially, but might consider allowing us to utilize their lawn for parking/turn their lawn area into a parking lot.
- Stamp and Sanchez agreed that this is a good idea for consideration.
- Quartana noted that, since this property is city owned, this would be a long term process.
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Meeting Adjournment:

Motion by Stamp: To adjourn the meeting at 9:45 a.m. Motion seconded by Sanchez and unanimously approved.

Minutes respectfully submitted by Jamie Toussaint.

Next Meeting:

The next meeting will be held on Thursday, January 18 from 8:30 – 9:30 a.m. at the offices of the Lincoln Park Financial Group, 2755 N. Lincoln.