

LINCOLN AVENUE SSA #35
Meeting Minutes March 23, 2007

Present: Patel, Quartana, Sanchez, Stamp
LPCC Staff: Knudsen, Schilf

Call to Order

- I. Call to Order: The meeting was called to order at 8:40 a.m. by Quartana.

Approval of Minutes

- II. Approval of 2/15/07 meeting minutes

Motion by Sanchez to approve 2/15/07 minutes. Motion seconded by Stamp.
Unanimously approved.

Public Forum

Reports

- III. Financial
 - a. Commission reviewed YTD Balance Sheet, Statement of Cash Flows and Profit & Loss statement from January 1, 2005 through March 22, 2007.
 - b. The 2006 budget needs to be adjusted. The SSA repaid LPCC \$35,000 for start-up expenses; however, this was not documented among the 2006 budget line items. Our accountant did not see this mistake, nor did the City DPD. This came to light during a recent audit.
NOTE: This issue was resolved prior to the meeting through a discussion with Patel, the Treasurer. Patel suggested that the commission had already made a motion to repay LPCC start-up costs. The documentation, if it was not properly submitted to the City, can be amended without an additional motion.
 - c. Commission did not address the proposed motion to approve that the SSA pay LPCC the annual management fee of \$24,000 in quarterly installments of \$6000. Will discuss at next meeting.

New Business

- IV. Website and Constituent Communication
 - a. KK has collected three proposals from website developers for commissioners to review.
 - i. Commissioner discussion
Commissioners think that the SSA website should be very simple and, therefore, much less expensive than the vendors are proposing. Commissioners want to ensure that the SSA owns the site post-development. Commissioners ask Knudsen to contact ePageCity and ask for fewer pages and a reduced fee.

The website design will be for two or three pages instead of the proposed five pages.

Motion by Patel to authorize a maximum expenditure of \$2500 for ePageCity to design and develop a website for the Lincoln Avenue SSA. Motion seconded by Quartana. Unanimously approved.

- b. Knudsen mentions constituent outreach, a letter and survey to taxpayers, residents and businesses (2006 accomplishments/2007 plans) timing. Due to the meeting's packed agenda this discussion is tabled for a future meeting.
- c. Knudsen mentions a phone call from resident Jeff Hefteman who voiced concerns about how SSA money should be spent. The problems that should be addressed are traffic control, crowd control, vandalism, public urination, security after the bars close to prevent this. Also more garbage cans for Lincoln Ave (late night food trash all over street).
 - i. Commissioners state that security is not an appropriate endeavor for the SSA. Enhanced sidewalk cleaning is underway.

V. Hanging Baskets

- a. KK has confirmed with Brickman that the quote they provided for landscaping services is still valid. Brickman grows plants in liners prior to installation and would need to begin growing as soon as possible in order for baskets to be ready for spring installation.
- b. The liner company, Riverside Plastics has confirmed that they can turn around the order in about a week.
- c. Jace, the basket fabricator and installer has stated a 30 day lead time to manufacture and install baskets. However, the mock-up that was promised has not been delivered so KK cannot confirm that the liner will fit in the basket. Also, the Jace contact has been difficult to correspond with because she just had a baby.
- d. KK has confirmed insurance coverage with insurance provider
- e. One problem – DOE does not ever issue permits for hanging baskets but have given KS an “off the record go ahead and proceed with baskets.” KK will speak with the alderman about receiving their written approval prior to proceeding.
- f. All of this will be filtered through CDOT
 - i. Commissioner discussion
Commissioners agree that landscaping Lincoln with hanging flower baskets will make a positive transformative impact on the street. They discuss the importance of using a landscaping company that will install baskets filled with mature plants. They also discuss the importance of using a basket fabricator that powder coats the baskets to prevent rusting. They discuss the number of poles from which to hang baskets and determine after some calculation, that due to budget constraints, installing

96 baskets on 48 poles is the best option. Commission insists that Knudsen informs vendors that the baskets should be installed and landscaped by June 1.

Motion by Sanchez to approve the expenditure for installing hanging baskets on 48 poles. Motion seconded by Stamp. Unanimously approved.

Motion by Patel to approve Riverside Plastics as the vendor for the basket liners. Motion seconded by Sanchez. Unanimously approved.

Motion by Sanchez to approve A Wire Corp as the vendor to fabricate and install baskets. Motion seconded by Patel. Unanimously approved.

Motion by Patel to approve Brickman as the vendor to provide landscaping and maintenance for the hanging baskets. Motion seconded by Stamp. Unanimously approved.

- VI. Pressure Washing
 - a. Knudsen has verified pressure washing quotes are still valid. Does commission want to pressure wash this spring?
 - b. Quartana mentions etching on his storefront windows. Informs commissioners about buffing services and plastic laminate window guard. The vendor who provided him with the buffing also cleans awnings, and does pressure washing. Quartana suggested that the SSA could negotiate discounted service with a vendor who could provide all of these services to SSA constituents. He also mentioned that might be useful to investigate whether the SSA should subsidize graffiti prevention and clean-up measures.

Pressure washing discussion is tabled for a future meeting due to time constraints.

- VII. Street Cleaning
 - a. Knudsen reports that Greg at Search has deployed new equipment over the last month. He has added push brooms and a rolling trash can. They would happily put a big SSA sticker on the trash can. Can they store the rolling garbage can somewhere? Transport is a problem. One problem with a rolling cart is inclement weather. Also requires an additional person to push the can. April 1st contract would be the pilot phase – keep costs fixed for pilot.
 - i. Quartana and Sanchez offer to store rolling can for Search.
 - b. Cost: he is doing this as a test this month to determine what extra time and thus costs would be involved. Time is the big driver for the costs to sweep the street. He anticipates the changes would add 10-15% per day to the street sweeping bill (takes 5 hours or 15 man hours for a crew of three, might take 1 extra hour or 3 man hours).
 - c. Adding an extra day to the contract. Is this weekend focused? For the third day, Tuesdays are best, then Thursdays, then Wednesdays.

- d. Street sweeper – discuss cost of equipment
 - Search would be willing to look into this but it is not really aligned with their mission which is job training. You would have to trailer the machine to the site or store it somewhere. Possible for the July 1 contract if we want to go ahead. Greg thought this machine would cost a few thousand dollars.
 - Knudsen provides commissioners with information about street sweeping machine.
- e. Quarterly contract for street sweeping needs to be approved. Commission expresses its great appreciation for the excellent job that Search DC is doing sweeping the streets. Commission confirms with Knudsen that the vendor is good to work with. Knudsen is very pleased with the level of service Search DC provides.
- f. Knudsen spoke with Department of Streets and Sanitation – they do not have a schedule for sweeping Lincoln Ave yet. This is not done weekly, closer to monthly.

Motion by Stamp to approve Search DC's quarterly contract for street sweeping services. Motion seconded by Patel. Unanimously approved.

Old Business

- VIII. Snow Removal
 - a. Knudsen compiled a spreadsheet summarizing snow removal events and fees. Commission should discuss the costs and level of service.
 - b. Knudsen mentions Geneva Terrace dual frontage, Val Realty building. Property owner has requested plowing.
 - c. Commissioner discussion
 - i. Commission asks Knudsen to talk to Tim's Snowplowing, asking them to reduce the fees due to the amount of complaints received during the big snowfall event in February. Express that we do not think that the SSA is getting the attention it is paying for. What would vendor be willing to do?
- IX. Nonprofit Participation
 - a. Commission resumed the discussion about asking Children's Hospital to contribute to the SSA for hanging baskets installed along their property.

Motion by Sanchez to ask Children's to contribute to SSA for installation and maintenance of hanging baskets installed along their property. Motion seconded by Patel. Unanimously approved.

Sanchez and Schilf offer to ask a contact at Children's.

- X. Illinois Open Meeting Act Amendment

- a. Commission resumed quorum discussion. They determined not to change the quorum.

XI. Meeting Attendance Policy

- a. At the last two meetings the commission discussed concern about those who were not regularly attending meetings and asked to have this added as a discussion item on the next agenda. Some commissions add wording in regards to this to their bylaws. Per the SSA bylaws template provided by DPD (LPCC Master/SSA/Resources/SSA BYLAWS TEMPLATE), many commissions include the following wording, "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 a deleterious effect on conducting Commission business."
- b. Commission asked Knudsen to speak with any commissioner who is consistently absent from meetings without contacting Knudsen about the absence.

Meeting Adjournment

Motion by Patel to adjourn the meeting at 10:00 a.m. Motion seconded by Sanchez. Unanimously approved.

Minutes respectfully submitted by Kate Knudsen.

Next Meeting

The next meeting will be held on Thursday, May 24 from 8:30 to 9:30 a.m. at the offices of the Lincoln Park Financial Group, 2755 N. Lincoln.