

**Lincoln Avenue SSA #35  
Meeting Minutes  
June 9, 2007**

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

**Call to Order**

- I. The meeting was called to order at 8:37 a.m. by Keegan

**Approval of Minutes**

- II. Approval of 5/30/07 meeting minutes

Motion by Patel to approve 5/30/07 meeting minutes. Motion seconded by Stamp.  
Unanimously approved.

**Public Forum**

**Reports**

- III. Financial
  - a. Patel reported that the SSA is under budget thus far for the year 2007. Keegan asked how much the SSA may have left over by year end and Patel responded that an estimated \$20,000 to \$30,000 could remain by the end of the year, depending on variable costs such as street sweeping.

**New Business**

- IV. 2008 Budget and Work Plan
  - a. Knudsen referred Commissioners to the 2007 Mid Year Assessment, 2008 Work Plan and 2008 Budget documents in the meeting packets. Knudsen stated that the services accounted for in the 2007 Budget that had not yet been implemented were holiday decorations and the marketing and promotion materials. The Commissioners discussed that they intend to move forward with those projects in 2007. Knudsen stated that she had drafted the 2008 Budget based on the Commission's directive that the projects for 2008 remain the same as those undertaken in 2007. She had accounted for a five percent increase in estimated expenditures on most items. She also increased the amount for landscaping since the Commission had expressed an interest in adding additional hanging flower baskets on the remaining lamp posts. Knudsen stated that the number of hanging baskets the SSA can install in 2008 is limited by the cost of annual landscaping; she estimated that the SSA could afford to add an additional twelve sets of hanging baskets. Hanging basket installation is also limited by the physical characteristics of the lamp posts themselves (i.e. the number, location and size of street signs on the posts inhibit basket installation.)

Motion by Stamp to approve the 2008 Work Plan and Scope of Services. Motion seconded by Quartana. Unanimously approved.

- b. The Commissioners reviewed the 2008 Cost Allocation document prepared by Schilf. Schilf explained that certain expenses like the annual audit and postage are charged directly to the SSA and are not included as a

part of the management fee paid to the Lincoln Park Chamber of Commerce. This ensures that the SSA is paying the actual expenses and not the estimated expenses for these activities and services.

- c. Keegan expressed an interest in asking Alderman Daley to attend the next SSA meeting.
- d. The Commissioners discussed the services the SSA provides:
  - i. After the sidewalks were power washed they looked better than the abutting sidewalks but the black spots from the gum were still visible. This service would remain in the budget.
  - ii. Litter is a problem. The vendor responsible for sweeping the sidewalks does a good job but there are not enough garbage cans to accommodate the amount of trash that accumulates. Perhaps it would be possible to get more garbage cans. If the SSA installed more cans it would be responsible for emptying them. This would be a problem. Perhaps Streets & Sanitation would consider adding additional trash receptacles. Knudsen should speak with Mike Restivo about this.
  - iii. The hanging basket landscaping costs and the street sweeping costs prohibit the SSA from undertaking any other large scale projects that were not budgeted for in 2007. The Commissioners agreed that the hanging baskets look great and are a good use of both residents' and businesses' tax dollars. People on the street have commented that they enjoy the flowers though many people have not noticed them since they blend in and look like they have always been there.
  - iv. Lincoln Ave is a major bicycle thoroughfare. Perhaps the SSA could install bike racks. The SSA could request bike racks for free from the city.

Motion by Quartana to approve the Lincoln Avenue SSA 2008 Budget. Motion seconded by Patel. Unanimously approved.

Motion by Quartana to approve the Lincoln Park Chamber of Commerce as the Lincoln Avenue SSA Service Provider. Motion seconded by Patel. Unanimously approved.

- V. Community Letters of Support
  - a. Knudsen shared with the Commission that along with the budget packet she must submit a list of community supporters. She asked if the Commissioners could suggest some people who may be willing to be listed as a supporter. The Commissioners stated that they would speak with their contacts on the street, solicit their support and pass the information along to Knudsen.
- VI. Annual Letter and Survey
  - a. Knudsen asked Commissioners whether they thought that the SSA should use an annual letter and survey as a means to increase outreach to the SSA's constituents and solicit feedback about the SSA's activities. The Commissioners agreed that though the response rate may be low, the idea of a survey is a good one, as long as the costs were low. They suggested that along with a survey that is mailed to each address, the SSA use an online survey tool like surveymonkey.com to attempt to increase the response rate.
- VII. Hanging Baskets

- a. Commissioners discussed the hanging baskets as a part of the budget agenda item.
- VIII. Pressure Washing
- a. Commissioners discussed pressure washing as part of the budget agenda item.
- IX. Commissioner Nominees
- a. Knudsen provided Commissioners with a list of names from Commissioner applications Alderman Daly's office had on file. The Commissioners expressed their disappointment that Stamp would no longer be acting as a Commissioner and thanked him for his service and his hospitality. Knudsen mentioned that she could solicit additional Commissioner applicants as a part of the letter and survey she would be mailing. The Commissioners agreed that this would be a good method. They also suggested Knudsen contact the Alderman's office for recommendations.
- X. Vacancies and Increasing Business
- a. Sanchez suggested that the SSA consider helping the business district address the vacant storefront issue. He stated that perhaps the SSA could work with the Alderman's office to attempt to change the zoning. The Commissioners discussed how the SSA could and whether the SSA should address the issue. They agreed that the issue should be discussed in greater detail at a future meeting.
- XI. Taste of Lincoln Avenue
- a. Patel asked whether the SSA had approached the Wrightwood Neighbors Association to ask them to contribute some of the proceeds from the Taste of Lincoln to the SSA. Schilf asked whether the Commissioners wanted to ask for a fixed sum of money or a percentage. She suggested that the Commissioners send a letter to Wrightwood Neighbors Association on behalf of the Lincoln Ave SSA, since it is the SSA and not the LPCC that would be asking for the contribution.

Motion by Patel to adjourn the meeting. Motion seconded by Stamp. Unanimously approved.

**Next Meeting:**

**Tuesday, September 11, 8:30 am at Realty Executives City, 2626 N. Lincoln**

*Minutes respectfully submitted by Kate Knudsen.*