

Lincoln Avenue SSA #35 Meeting Minutes
October 21, 2010
Koenig & Strey, 2626 N. Lincoln Ave

Present: Neer Patel, Joe Quartana, Sam Sanchez, Jeannine Simkus

LPCC Staff: Loren Dinneen, Kim Schilf

Public Forum: Leslie Openheimer

Call to Order

- I. Call to order by Patel at 8:37 a.m. Patel then welcomed everyone to the meeting.

Approval of Minutes

- I. Patel asked for and received approval of the minutes from the 6/17/10 meeting.

Motion to approve 6/17/10 minutes. Motion seconded. Unanimously approved.

Public Forum

- I. Patel mentioned that a guest from public forum was in attendance: Leslie Openheimer with the Wrightwood Neighbors Association introduced herself. She indicated that she lived in the neighborhood and likes the planters the SSA has installed. She added that she wanted to learn what else the SSA does and explained that her Association covered Fullerton to Diversey, west side of Halsted to east side of Lakewood. Commissioners thanked her for coming.

Reports

II. Discussion of Financials

- a. Dinneen began by explaining that the Profit and Loss Budget versus Actuals for the calendar year 2010 showed that expenses are on target for clean & green services, but levy collection lags. Specifically,
 - i. Expenses are higher than revenues at the moment, due solely to the fact that tax bills have not yet been sent out;
 - ii. Consequently, we are in need of cash to meet current invoices.
 - iii. As was the case last year, we need to obtain a line of credit.
 - iv. Dinneen noted that we are moving ahead with the line of credit, should have it in next week, and this will get us over the temporary cash crunch.
 - v. Dinneen solicited questions from Commissioners.
 1. It was noted that the lag in levies is not because of late or nonpayment of levies, but rather because tax bills have not yet been sent out this year and levies won't be due until December 21st.
 2. The SSA should be in good shape financially once tax bills are sent out and levies begin arriving.

Approval of Financials

- III. Patel asked for and received approval of the financials.

Motion to approve Profit and Loss statement. Motion seconded. Unanimously approved.

Selection of Holiday Decorations Vendor for Lincoln Avenue SSA

- IV. Dinneen explained that following the RFP process, two finalists emerged for holiday decorations vendors.
- a. Dinneen noted that Folger's Flag, current Holiday Decorations provider, and vendor for the past two years, bid the same amount as the prior two years --\$13,580 – and used real ribbons, whereas Temple Display used plastic bows and submitted a higher bid. Moreover, Folger's Flag has done good work in the past. Dinneen recommended Folger's Flag.
 - b. Openheimer added that she liked Folger's Flag's work a lot and that she found them to be responsive. Dinneen agreed and noted that Folger's Flag staff says what they'll do and does what they say.

Approval of Vendor

- V. Patel agreed with Dinneen's recommendation, and Commissioners agreed to select Folger's Flag as the holiday decorations vendor for Lincoln Avenue SSA.

Motion to approve Folger's Flag. Motion seconded. Unanimously approved.

Selection of Snow Removal Vendor for Lincoln Avenue SSA

- VI. Dinneen explained that following the RFP process, four finalists emerged for pressure-washing vendors.
- a. Dinneen noted that Tim's Snowplowing, current service provider, bid \$1,000 less than the prior year's cost of \$20,000 for 50". An additional vendor's bid was prohibitively expensive, Brickman's bid was reasonably priced but provided for only 40", and the final contender, Clean Slate, had been replaced as the snow service vendor a few years ago. Dinneen recommended Tim's.
 - b. Discussion ensued around contract versus per occurrence snow removal payments. Sanchez remembered a very snowy winter two years ago, Dinneen noted Farmer's Almanac predictions for a snowy winter this year. Dinneen and Schilf noted that if contract snowfall were exceeded, per occurrence fees could be negotiated with any of the four vendors. Simkus wondered about selecting Brickman as a contract vendor and asking them to increase the coverage amount from 40". Dinneen agreed he could try to raise them to 45" without changing the bid's fee.

Approval of Vendor

- VII. Commissioners agreed to select Brickman as the snow removal vendor for Lincoln Avenue SSA, with Dinneen asking vendor to raise coverage inch amount.

Motion to approve Brickman's. Motion seconded. Unanimously approved.

Selection of Street Cleaning Vendor for Lincoln Avenue SSA

- VIII. Dinneen explained that it's time to renew CleanStreet's contract for street cleaning services. He reminded the Commissioners that CleanStreet generally works three days per week September through May, and five days per week June through August.

- a. Sanchez noted how friendly and happy CleanStreet's employee, Harold, is; he knows everyone and is personable and friendly to everyone.
 - b. As during last meeting, succession planning was discussed: when Harold turns over the reins, can he instill his work ethic and personality in the successor? Quartana wondered about asking for a two-week training period, and about giving Harold a bonus. Simkus agreed and noted that perhaps the bonus could be a Christmas bonus. Dinneen said he would check with CleanStreet about their policy on a bonus and he would then know that the SSA will pay for a two-week training overlap.
 - c. Dinneen asked about cleaning frequency/sufficiency. By and large, Commissioners felt that over the summer the street was well-cleaned and maintained. Openheimer added that she's worked here for 18 years and the street looked cleaner than ever. She also noted that she's seen and met Harold and that he is a very amiable and friendly person.
 - d. Dinneen recapped: he'll keep street-cleaning at five days per week through December, check on bonus, and ensure two-week overlap if/when Harold has a successor.
- IX. Patel moved to renew CleanStreet as the street cleaning vendor for Lincoln Avenue SSA.

Motion to approve CleanStreet. Motion seconded. Unanimously approved.

Selection of Landscaping Vendor for Lincoln Avenue SSA

- X. Dinneen explained that for landscaping, the two choices are Brickman, current vendor, and Christi Weber, who submitted a lower bid this year.
- a. Brickman's bid, at \$67,096, is \$2,000 lower than last year's bid; Christi Weber's bid at \$58,000 is substantially lower than last year's bid. Dinneen asked Christi Weber why the bid was so low this year and learned that this year's bid includes 23 weeks of watering versus 32 weeks, less crew, and fewer/less expensive planting materials. Consequently the scope of service is lower than Brickman's.
 - b. Dinneen noted that with a two-year contract, Brickman would bring the annual fee down to \$65,000 per year.
 - c. All meeting attendees discussed Brickman's current performance. The planters look great, company staff is responsive and reliable, the scope of service is expansive, and everyone is happy with the service.
 - d. Quartana noted as an aside that he appreciates the work LPCC is doing, which is excellent even as it reduced its service fee.
- XI. Commissioners decided to renew Brickman as the landscaping vendor for Lincoln Avenue SSA.

Motion to approve Brickman. Motion seconded. Unanimously approved.

Other Business

- XII. 2011 Commission Meeting Schedule: Dinneen explained that we should select meeting dates based in large degree on the City schedule. Current schedule for the year showed meetings in January, April, June, and October.
- a. The Commissioners discussed moving the April meeting to March so budget planning is not rushed.

- b. The Commissioners wondered whether or not the January meeting is necessary; it is generally when offers are approved, but this could be done during the March meeting.
 - c. Dinneen agreed to research the viability of three meetings in 2011 and to communicate the proposed meeting schedule to the Commissioners.
- XIII. 2012 Budget pre-planning: Dinneen observed that at times, commissioners seemed inclined to increase SSA services; other times, to reduce services.
- a. Sanchez expressed his belief that SSA services are very valuable and necessary and should not be cut.
 - b. Quartana added that he had asked Dinneen to explore this question with the Commissioners and was satisfied with Sanchez' response.
 - c. Dinneen noted that we have a good handle on providing current services and doing so well with a thin budget. He asked Commissioners to contemplate providing additional services for 2012 versus keeping services at current scope. There will also be a carryover from street-cleaning budget item since CleanStreet is providing services at a lower-than expected cost. Ideas he offered included improving the website, installing bike racks, creating a print piece (i.e., walking map), doing special event/promotion, launching a vacancy abatement initiative. Patel noted that if ten years from now, the SSA were doing the exact same thing as this year, he would be comfortable with that. Dinneen said that meant they were headed in the right direction.
 - d. Commissioners agreed that excess street-cleaning monies could be used for additional power-washing in 2011 or the like, and that for 2012, the budget – and hence levies – would be reduced.
 - e. Simkus wondered about installing art exhibits in vacant storefronts, a la downtown. Dinneen indicated that LPCC is doing this on Clark Street and explained the details.

Adjournment

XIV. Meeting Adjourned at 10:06 a.m.

Minutes respectfully submitted by Anne Kroemer and Loren Dinneen