



## **SPECIAL SERVICE AREA #18**

### **MINUTES COMMISSIONERS MEETING**

December 9, 2009

*Nookies Tree, 3334 N. Halsted St., Chicago, Illinois*

#### **1. Call to Order & Roll Call**

Chairman Jim Ludwig called the meeting to order at 10:04 a.m. and the following Commissioners were in attendance: Dave Gassman, Mickey Hornick, Tim Klump, Ron Koziel, Tom Marciniak, Michael Mitsoglou, and Sue Tessler. A quorum was present. Also in attendance was SSA Program Manager Jay Lyon.

#### **2. Approval of the September 16, 2009 Meeting Minutes**

It was

MOVED and SECONDED

to dispense with the reading of the previous meeting minutes and accept them as sent in advance of the meeting.

MOTION CARRIED UNANIMOUSLY.

#### **3. Financial Reports**

Copies of the current financial statements were distributed. After a brief discussion, it was

MOVED and SECONDED

to accept the financial reports as presented.

MOTION CARRIED UNANIMOUSLY.

#### **4. Old Business.**

##### **A. Reallocation of Budget Items for 2009**

Commissioners discussed the programs that came in under budget in 2009, and thanked Jay Lyon for his negotiations, including the web site, which came in \$10,000 under budget.

Chairman Ludwig noted that this year's Halloween Parade, which benefits the neighborhood businesses and residents alike, ended up in a negative financial position due to low sponsorship numbers.

After a brief discussion, it was

MOVED and SECONDED

to reallocate the \$10,000 saved on the web site to additional sponsorship of the Halloween Parade.

MOTION CARRIED UNANIMOUSLY.

It was also

MOVED and SECONDED

to reallocate \$7,084 in funds saved between the sidewalk cleaning and surveillance camera budget items to the purchase of the "Northalsted: Respecting Diversity" identity banners for the street.

MOTION CARRIED UNANIMOUSLY.

It was also

MOVED and SECONDED

to reallocate \$5,000 in funds saved between the sidewalk cleaning and surveillance camera budget items to pruning all trees in the SSA, as well as making a change to the winter seasonal planting.

MOTION CARRIED UNANIMOUSLY.

## **B. Review of Kiosk Status**

Jay indicated that our structural engineering and electrical engineering drawings are all complete and have been submitted to the city. The city has asked for a minor change to the electrical engineering drawings, which is being made. Once that final revision is in place we anticipate approval of the permit application.

Jay also stated that he is working with an interactive touch screen company to adapt the web site for the kiosk.

## **C. 2010 Reconstitution**

Chairman Ludwig reported that the reconstitution was approved and set forth at the Dec. 2 City Council meeting. Jay reminded commissioners that the reconstitution is valid for 15 years, which will save substantial funds that are normally spent on the reconstitution process.

## **D. Web Site Development**

Jay reported that the web site is now complete. All businesses in the SSA have the ability to edit their business listing on the site. A training session was held in November for this purpose.

## **E. Other Old Business**

There was none.

## **5. New Business**

### **A. Meeting Dates for 2010**

Commissioners approved the following Commission meeting dates for 2010: March 10, June 9, September 8 and December 8.

### **B. Approval of 2009 CPA and Audit Fee**

Jay reported that two CPA proposals were received from our RFP. Among them was Greg Mermel, who has worked with the SSA for several years. Mr. Mermel's proposal was within \$500 of the other proposal.

It was

MOVED and SECONDED

to accept the proposal of H. Gregory Mermel for the 2009 SSA #18 Audit.

MOTION CARRIED UNANIMOUSLY.

### **C. 2010 Contracts: Landscaping, Power Washing, Sidewalk Cleaning**

Jay reported that three proposals for 3-year landscaping contracts were received, with a fourth expected shortly. Our current vendor, Clarence Davids, was in the middle from a cost standpoint. Another vendor was lower, but Northalsted's Aesthetics Committee recommends continuing with the current provider in light of the quality received.

It was

MOVED and SECONDED

to accept the proposal of Clarence Davids.

MOTION CARRIED UNANIMOUSLY.

Jay stated that we received power washing and sidewalk cleaning proposals from our current vendors but that other proposals were expected. It is unlikely that we would change from our current providers, given our history with them and the fact that their costs have historically been in line with proposals received.

It was

MOVED and SECONDED

to authorize the Northalsted Business Alliance and Program Manager Jay Lyon to contract with our current service providers for these services as they see fit.

MOTION CARRIED UNANIMOUSLY.

#### **D. 2009 Budget Carryovers to 2010**

It was

MOVED and SECONDED

to carry over any excess income over expense for 2009 into the kiosk program and implementing a WiFi program to go along with it.

MOTION CARRIED UNANIMOUSLY.

#### **E. Other New Business**

Jay asked Commissioners to begin thinking about 2011 programs in advance of the March 2010 meeting. He specifically asked them to bring a list of program ideas that they would like to see for 2011 and beyond.

Commissioners discussed the importance of advertising and promotions, as well as driving traffic to our web site in the future.

#### **6. Time and Place of Next Meeting**

The next meeting of the SSA #18 Commissioners will take place on Wednesday, March 10, 2010, at 10 a.m. at Nookies Tree.

#### **7. Adjournment**

There being no further business, the meeting was adjourned at 11:18 a.m.