



MINUTES
SSA #18 COMMISSION MEETING

April 8, 2015

Nookies Tree, 3334 N. Halsted Street, Chicago, Illinois

1. Call to Order & Roll Call

Vice Chairman Tim Klump called the meeting to order at 10:02 a.m. and the following Commissioners were in attendance:

Tim Klump, Dave Gassman, Cindy Rudman, and Randy Shingledecker. Kearby Kaiser arrived after the start of the meeting.

A quorum was present.

Also in attendance were City of Chicago City Planner and Special Service Area Project Manager Oneida Pate, SSA Auditor Joy Coombes with Eilts & Associates, Inc., Northalsted Business Executive Director Christopher Barrett Politan and Assistant Director of Internal Affairs Eric Santiago.

Members of the public in attendance: Mike Rafferty

2. Approval of the February 11, 2015 Meeting Minutes

Minutes from the February 11, 2015 meeting of the SSA Commission were distributed and reviewed.

MOVED by Dave Gassman

And SECONDED by Randy Shingledecker

to approve the minutes as sent in advance of the meeting.

MOTION CARRIED UNANIMOUSLY.

3. Financial Report

Financial reports now presented in updated format.

Christopher fields questions regarding the financial reports. The reports have been updated to better show budget vs. actual spending. Dave asks that the report include yearly income.

It was MOVED by Commissioner Kearby Kaiser and SECONDED by Commissioner Dave Gassman

to accept the financial reports as presented.

MOTION CARRIED UNANIMOUSLY.

4. Internal Affairs Report

Eric Santiago highlights items from his staff report that was distributed prior to the meeting, which includes the following:

- Two vacancies remain on the SSA Commission. All other applications have been submitted to the city.
- Seven planters will receive protective guard railings similar to the railing found at the SW corner of Halsted and Cornelia.
- Working with Chicago Special Event graphics to install side by side banners along Halsted Street. A new half banner will be installed over the sidewalk and the full sized banner will be placed over the street.
- Scheduling the removal of the kiosk build outs at three pylons, including the electronic touch screen.

5. NBA Updates

Christopher provides a Frost Fest update which was held Feb. 22-28th. He reports that 1,500 people attended the Brisk Brews craft beer festival which was held in a heated tent on Waveland between Halsted and Broadway. The Soup Walk and Warm Up Wednesday were also both a success. The event was covered by multiple news outlets.

The Northalsted Business Alliance Annual Meeting will be held on May 4th at Kit Kat Lounge & Supper Club.

A social media contest was created for Indiana residents. The winners of the contest would receive a free trip experience Chicago's Boystown neighborhood featuring prizes from Northalsted area businesses. The contest was covered by multiple news outlets and generated a lot of social media buzz.

6. Introduction – Oneida Pate

City of Chicago City Planner and Special Service Area Project Manager Oneida Pate is introduced. Oneida explains how she is a resource for staff and commissioners on SSA issues. She reports that all commissioners need to complete the Open Meetings Act online training and submit their certificate of completion to the City. Oneida asks what the process is to recruit new commissioners and alerts us of the two vacancies currently on the commission.

7. Branding

Christopher introduces the new Northalsted Business Alliance logo, which is shown in the packet. The new logo will influence the design of the new website and newsletter moving forward. This logo has been adapted for SSA#18 friendly formats.

8. SSA Audit

Joy Coombes of Eilts & Associates, Inc. presents the results of the 2014 SSA Audit, copy of the audit is distributed. Joy explains that the City did implement a new format that made the audit more difficult this year compared to past years. Joy reports that overall SSA #18 is in good shape when compared to other SSA's in the city. Joy makes three recommendations:

- Creation of a voting practices guide
- Update the financial procedures to reflect the actual practices used by staff
- Complete a time study to determine how much time is spent on the management of the SSA

**It was MOVED by Cindy Rudman
and SECONDED by Dave Gassman**

to approve the 2014 SSA audit as presented by Joy Coombes.

MOTION CARRIED UNANIMOUSLY.

9. Reallocation Proposal

Eric presents a funds allocation proposal that would transfer \$1,470 from section 2.11 Snow Removal to section 2.09 Sidewalk Power Washing. The transfer of these funds would allow a 4th power washing to occur this year. At the moment only 3 power washings have been planned for the year. This proposed power washing would take place in the spring.

**It was MOVED by Randy Shingledecker
and SECONDED by Kearby Kaiser**

to approve the allocation of funds to allow for a spring time sidewalk power washing, completing four sidewalk power washings for the year.

MOTION CARRIED UNANIMOUSLY.

10. Public Comment

Chairman Ludwig invited public comments.

Mike Rafferty, local resident, does ask some additional clarification on topics discussed earlier in the meeting.

11. 2015 Meeting Schedule

Jim informs the Commissioners of the upcoming 2015 meeting dates. Meetings will be held on Wednesdays at 10:00 a.m. Dates are:

- July 15 (if needed to approve 2016 budget)
- September 9
- December 9

11. Adjournment

There being no further business,

**It was MOVED by Dave Gassman
and SECONDED by Kearby Kaiser**

to adjourn the meeting at 11:07 a.m.

MOTION CARRIED UNANIMOUSLY.