

UPTOWN SPECIAL SERVICE AREA #34

ADVISORY COMMISSION MEETING - TUESDAY, SEPTEMBER 27th 2016
First Floor Conference Room - Bridgeview Bank Building (4753 North Broadway)

MEETING MINUTES

Commissioners Present: Terry Tuohy (Chair), Josh Reitman (Vice-Chair), Kelly Cheng, Jared Dolan, Mark Heffron, Jacob Karaca, Chip Long, Karl Sullivan, Marc Vuong

Commissioners Absent: David Rettker (Treasurer), Noreen Keeney (Secretary)

Other in Attendance: Martin Sorge, Executive Director (Uptown United)
Justin Weidl, Business District Manager (Uptown United)
Greg Carroll, Director of Partnerships and Events (Uptown United)
Vitaliy Vladimirov, Program Manager (Uptown United)
John Blick, Director of Business Services (Uptown Business Partners)
Patti Eick Hutzel, Resident
Lesley Showers, Institute of Cultural Affairs

Meeting called to order at 4:35pm

PUBLIC INPUT

Patti Eick Hutzel introduced herself and shared her interest in becoming an Uptown SSA #34 Commissioner. Patti is a resident within SSA #34 on Wilson Avenue.

PREVIOUS MEETING MINUTES

On acceptance of minutes for the below meeting:

Motion to accept June 21, 2016 minutes.

VOTE: Cheng, Motion; Reitman, 2nd. Unanimous by voice vote.

BUDGET AND FINANCIAL REPORT

Statement of Financial Position and Budget vs. Actuals through September 20, 2016 were presented by Justin Weidl. Statement of Financial Position looks good and is typical of this time of year after the second installment of property taxes has been collected. Budget vs. Actuals were presented as cash basis through September 20, and as accrual basis through December 31, 2016 in order to understand financial obligations through the end of 2016. The 2015 "current" collection is \$17,165 less than budgeted. Additionally, late collections which were budgeted to collect \$20,000 has rebated \$5,380. Income for 2016 could come up \$42,545 short and staff will continue to monitor this. A few line items are projected to hit or exceed their budgeted amounts. Staff will present a budget modification to address this.

2016 BUDGET MODIFICATION

Justin Weidl presented a 2016 budget modification that would modify the budget amounts allocated as follows:

- 1.01 Website – move \$9,000 to 4.06 Branding Study
- 1.02 Special Events – move \$5,000 to 4.06 Branding Study
- 1.07 Print Materials – move \$3,000 to 4.06 Branding Study
- 2.04 Wayfinding/Signage – move \$5,000 to 4.06 Branding Study
- 2.09 Snow Removal – move \$6,000 to 2.07 Sidewalk Maintenance
- 3.04 Bicycle Transit Enhancements – move \$12,000 to 4.06 Branding Study
- 4.01 Site Marketing – move \$2,000 to 4.06 Branding Study
- 4.05 Strategic Planning – move \$12,000 to 4.06 Branding Study
- 5.02 Security Rebate Program – move \$12,000 to 2.07 Sidewalk Maintenance
- 6.01 SSA Annual Report – move \$1,000 to 6.03 Bookkeeping

2.07 Sidewalk Maintenance – increase by \$18,000 from 2.09 and 5.02
4.06 Branding Study – increase by \$48,000 from 1.01, 1.02, 1.07, 2.04, 3.04, 4.0 and 4.05
6.03 Bookkeeping – increase by \$1,000 from 6.01

Motion to approve 2016 budget modification.

VOTE: Long, Motion; Karaca, 2nd. Unanimous by voice vote.

BRAND, DESIGN AND APPLICATION STUDY

Justin Weidl presented five proposals for an Uptown Neighborhood Brand, Design and Application Study. Long commented on Firebelly's work with Tweet/Big Chicks, an Uptown business. Karaca comments on Firebelly's work with Berwyn, Divvy and Dollop of which he is familiar.

Motion to approve proposal by Firebelly Design.

VOTE: Long, Motion; Cheng, 2nd. Unanimous by voice vote.

CLEANSLATE CONTRACT AMENDMENT

Justin Weidl summarized the SSA's existing contracts for litter abatement and snow removal with Cleanslate. He presented a contract amendment that would combine the two services and expand Cleanslate's services to seven days a week, twelve months a year. The amendment would replace sidewalk snow plowing with shovel and blower snow removal. Cheng commented that ultimately snow removal is the responsibility of the property owner, and the SSA is only supplementing snow removal.

Motion to approve contract amendment with Cleanslate.

VOTE: Cheng, Motion; Reitman, 2nd. Unanimous by voice vote.

2017 UPTOWN NEIGHBORHOOD LANDSCAPE MAINTENANCE CONTRACT

Justin Weidl presented five proposals for a 2017 Uptown Neighborhood Landscape Maintenance contract with a 2018 option. Sorge commented on his experience with BrightView with the Lincoln Park SSA #23 and #35-2015.

Motion to approve proposal by BrightView with an option to renew in 2018.

VOTE: Karaca, Motion; Reitman, 2nd. Unanimous by voice vote.

WORKPLAN PROJECTS

Justin Weidl presented a Curb Appeal Rebate application from Foremost Liquors (1040 West Argyle). Long requested that staff encourage the business to remove the scissor gates / burglar bars once the project is complete.

Motion to approve Curb Appeal Rebate application from Foremost Liquors for up to \$600.

VOTE: Cheng, Motion; Heffron, 2nd. Unanimous by voice vote.

Greg Carroll presented a Community Event Grant application from the Buttercup Park Advisory Council. The grant would help fund the Uptown Thriller Fest on October 15th, 2016.

Motion to approve Community Event Grant application from the Buttercup Park Advisory Council for \$1,000.

VOTE: Cheng, Motion; Karaca, 2nd. Unanimous by voice vote.

NEXT MEETING

Next meeting is scheduled for Tuesday, December 6th.

ADJOURNMENT

Motion to adjourn at 5:42pm. **VOTE: Karaca, Motion; Cheng, 2nd. Unanimous by voice vote.**

Meeting minutes approved at December 7, 2016 meeting