

UPTOWN SPECIAL SERVICE AREA #34

ADVISORY COMMISSION MEETING - TUESDAY, MARCH 28th 2017

First Floor Conference Room - Bridgeview Bank Building (4753 North Broadway)

MEETING MINUTES

Commissioners Present: Terry Tuohy (Chair), Josh Reitman (Vice-Chair), Noreen Keeney (Secretary), Mark Heffron, Patti Eick-Hutzel, Chip Long, Marc Vuong

Commissioners Absent: David Rettker (Treasurer), Kelly Cheng, Jared Dolan, Jacob Karaca, Lesley Showers, Karl Sullivan

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)
John Blick, Director of Business Services (Business Partners)
Joy Coombes, CPA, MST (Eilts & Associates, Inc.)

Meeting called to order at 4:37pm

PREVIOUS MEETING MINUTES

On acceptance of minutes for the below meeting:

Motion to accept January 24, 2017 minutes.

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

Motion to accept February 28, 2017 minutes.

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

2016 AUDIT REVIEW

Joy Coombes, CPA, MST (Eilts & Associates, Inc.) introduced herself and presented an Independent Auditor's Report. Joy explained the change from following a basis of accounting similar to a not-for-profit entity under the standards of the Financial Accounting Standards Board (FASB) to the standards established by the Government Accounting Standards Board (GASB). This was done at the request of the City of Chicago. The auditor's report expresses an unqualified / unmodified opinion on the financial statements of Uptown SSA #34.

Motion to accept 2016 audit of the financial statements.

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

BUDGET AND FINANCIAL REPORT

Statement of Financial Position and Budget vs. Actuals through March 15, 2017 were presented by Justin Weidl. Accounts receivable of \$29,207 is remaining amount of TIF Rebate which will be paid by the City over a multi-year span. Current income reflects first installment of property taxes being received. The Site Marketing category is projected to go over-budget due to a CoStar subscription. Also, the Branding Study category is projected to go over-budget due to the Branding Study extending into 2017 and not being completed in 2016 as expected. Staff will present a draft Budget Amendment in May to address these two items.

2017 BUDGET AMENDMENT DISCUSSION

The 2016 Audit Report determined that there is additional carryover available that anticipated in the 2017 budget. Staff recommended increasing the Branding Study, Site Marketing, Special Events, Website, and Security Rebate categories. Staff will present a Draft Budget Amendment in May.

ARGYLE SHARED-STREET PERMEABLE PAVER MAINTENANCE PROPOSALS

Justin Weidl presented two proposals for permeable paver maintenance along the Argyle Shared-Street. These include a work scope in accordance with the CDOT maintenance agreement.

Motion to approve Argyle Street Permeable Paver Maintenance Contract with Cleanslate.

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

NORTH BROADWAY (WILSON YARD) STREETScape PLANTERS RENOVATION PROPOSALS

Justin Weidl presented three proposals for streetscape planters renovation along North Broadway between Montrose Avenue and Wilson Avenue (Wilson Yard). These include removal of the overgrown hydrangeas and new plantings. Tuohy inquired about plant warranties. Weidl responded that 1-3 years is typical. Reitman asked Weidl to confirm warranty before signing contract.

Motion to approve North Broadway Streetscape Planters Renovation Contract with Christy Webber Landscapes.

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

SIDEWALK CAFÉ PERMIT FEE REBATE PROGRAM

Justin Weidl presented an application for a new program which would rebate the \$600 permit fee for sidewalk cafes for businesses who apply for a sidewalk café permit for the first time. The program would be funded through the Curb Appeal Rebate budget item. Reitman commented that sidewalk cafes really add to the vibrancy of a streetscape and this program can promote that.

Motion to approve Sidewalk Café Permit Fee Rebate Program.

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

DONATION OF USED DECORATIVE BANNERS TO UPTOWN UNITED

Justin Weidl shared that hundreds of used decorative light pole banners are in storage. Many of these banners can no longer be used because they were designed specifically for an event and year. Rebuilding Exchange and recycle these banners and turn them into tote bags. Staff suggested donating these used banners to Uptown United with the City's permission so that they can be re-used and recycled. Tuohy commented that she loved the idea and would rather donate the bags than continue to keep them in storage.

Motion to approve Donation of Used Decorative Banners to Uptown United.

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

CURB APPEAL REBATE PROGRAM

Justin Weidl presented a Curb Appeal Rebate application from Dew Suriyawan for a restaurant located at 4949 North Broadway. The project for Immm Rice & Beyond includes a sidewalk café corrals. The total project cost is estimated at \$5,700 and the applicant is requesting a \$2,850 rebate. Weidl shared costs of sidewalk café corrals from other businesses. Reitman stated that sidewalk cafes are a good thing to promote in the neighborhood. Tuohy requested that the business share information with Staff regarding the success of the sidewalk café.

Motion to approve Curb Appeal Rebate application for Immm Rice & Beyond for up to \$2,850.

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

SECURITY REBATE PROGRAM

Justin Weidl presented a Security Rebate application from Erik Archambeault for a new business to be located at 4812 North Broadway. The project for Provisions Uptown includes a security camera and alarm system as well as more secure doors and windows. The total project cost is estimated at \$5,587.02 and the applicant is requesting a \$2,793.51 rebate.

Motion to approve Security Rebate application from Provisions Uptown for \$2,793.51.

VOTE: Reitman, Motion; Vuong, 2nd. Long abstains. Unanimous by voice vote.

COMMUNITY EVENT GRANT

Justin Weidl presented a Community Event Grant application from Buena Park Neighbors. The event would be two (2) concerts in the park with a total budget of \$3,000 for both concerts. The applicant is requesting 50% of the expenses or \$1,500. Keeney questioned the expense of the band and would like to clarify if that cost includes sounds and equipment rental. Heffron questioned the cost of the Porta Potties and thought the estimate was a little high. Tuohy questions the Favors for Kids and requested more information on that item. Reitman recommended tabling this application until April 25th. and asked staff to follow up with the applicant and invite them to attend the next meeting to answer questions.

Justin Weidl presented a Community Event Grant application from Buena Park Neighbors. The event would be one movie in the park and one puppet show in the park, with a total budget of \$2,925 for both events. The applicant is requesting a little over 50% of the expenses or \$1,500. Heffron questioned the cost of the Porta Potties which in this application is twice as much as the previous application. Reitman recommended tabling this application until April 25th. and asked staff to follow up with the applicant and invite them to attend the next meeting to answer questions.

Justin Weidl presented a Community Event Grant application from Chicago for Chicagoans. The event would include 2-3 walking tours of the Uptown neighborhood with a total budget of \$800. The applicant is requesting 50% of the expenses or \$400. Tuohy commented that these types of events are great because they bring people into the neighborhood from other neighborhoods. Tuohy also requested copies of the tour guide.

Motion to approve Community Event Grant applications from Chicago for Chicagoans for \$400.

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

Justin Weidl presented a Community Event Grant application from the Institute of Cultural Affairs. The event would include both guided and self-guided walking tours of Uptown's gardens with a total budget of \$4,526.70. The applicant is requesting 22% of the expenses or \$1,000. Tuohy commented that this event was very successful last year.

Motion to approve Community Event Grant applications from the Institute of Cultural Affairs for \$1,000.

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

2018 BUDGET DISCUSSION

Weidl noted that 2018 budgets are due to the City in July. Staff will present a draft 2018 Budget at the May 23rd Meeting. The budget will need to be approved at the July 11th Meeting.

GRANT AND REBATE PROGRAMS SUBCOMMITTEE MEETING

Upon the request of Chair Tuohy, the Grant and Rebate Programs Subcommittee shall meet on Tuesday, April 25th at 4:30pm in the first-floor conference room of the Bridgeview Bank Building (4753 North Broadway). The subcommittee shall review all grant and rebate program applications received between March 29th and April 25th.

NEXT MEETING

Next meeting is scheduled for Tuesday, May 23rd, 2017 and will be held in the first-floor conference room of the Bridgeview Bank Building (4753 North Broadway).

ADJOURNMENT

Motion to adjourn at 5:57pm. VOTE: Reitman, Motion; Keeney, 2nd. Unanimous by voice vote.

Meeting minutes approved at May 23, 2017 meeting