

## UPTOWN SPECIAL SERVICE AREA #34

COMMISSION MEETING - TUESDAY, JULY 11<sup>th</sup> 2017  
10<sup>th</sup> Floor Conference Room - Bridgeview Bank Building (4753 North Broadway)

### MEETING MINUTES

**Commissioners Present:** Terry Tuohy (Chair), Josh Reitman (Vice-Chair), David Rettker (Treasurer), Noreen Keeney (Secretary), Jared Dolan, Mark Heffron, Patti Eick-Hutzel, Jacob Karaca, Chip Long, Lesley Showers, Karl Sullivan, Marc Vuong

**Commissioners Absent:** Kelly Cheng

**Others 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)  
Adam Cohen, Journalism Student at Northwestern University

*Meeting called to order at 4:34pm*

### PREVIOUS MEETING MINUTES

On acceptance of minutes for the below meeting:

*Motion to accept May 23, 2017 minutes.*

**VOTE: Long, Motion; Keeney, 2<sup>nd</sup>. Unanimous by voice vote.**

*Motion to accept June 20, 2017 minutes.*

**VOTE: Dolan, Motion; Sullivan, 2<sup>nd</sup>. Unanimous by voice vote.**

### BUDGET AND FINANCIAL REPORT

Statement of Financial Position and Budget vs. Actuals through July 7, 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 entire Community Events Grant funding has been allocated. Two items in the 6.0 SSA Management category are shown as going over budget in this report, but after internal review this was due to a bookkeeping error. Justin Weidl is working with Jan Graves to correct the QuickBooks records.

### 2018 SERVICES, BUDGET, AND SERVICE PROVIDER AGENCY

Justin Weidl presented the 2018 work plan, budget, and services to be provided by Uptown United as the sole service provider of SSA #34. Tuohy asked for clarification on the budget summary categories such as Loss Collection and Late Collections. Justin Weidl clarified the definition of these categories.

*Motion to approve 2018 Work Plan, 2018 Budget, and 2018 Services as presented and to approve Uptown United as sole service provider of SSA #34.*

**VOTE: Long, Motion; Keeney, 2<sup>nd</sup>. Unanimous by voice vote.**

#### 2017 BANNER PROGRAM PROPOSALS

Justin Weidl presented a summary of four (4) proposals received in response to an RFP released by staff in June for 500 new light pole banners with hardware and installation costs included. Staff recommends approval of the proposal by either Bannerville USA or Liberty Flag. Bannerville has been the vendor for Uptown SSA #34 for many years and has provided quality service during that time. Liberty Flag's proposal would provide some costs savings. Tuohy commented that Bannerville has provided great service for many years, not only for Uptown SSA #34 but for Weiss Hospital. Heffron mentioned that switching to a new vendor may require more staff management time, which could offset the cost savings. Karaca inquired about the difference between 22 oz. and 18 oz. vinyl. Weidl responded that the 22-oz. vinyl is a thicker banner material, but that the 18 oz. vinyl banners currently being used have been durable. Rettker noted that the warranties provided by Bannerville are longer. Dolan noted that Liberty Flag charges a service call fee and asked how often service calls are needed. Weidl responded that service calls are currently once every few months, but the number of banners will be increasing, so it is anticipated that more service calls will be needed.

*Motion to approve proposal by Bannerville USA for 2017 banner program.*

**VOTE: Heffron, Motion; Keeney, 2<sup>nd</sup>. Unanimous by voice vote.**

#### 2017 AUDIT PROPOSALS

Justin Weidl presented a summary of three (3) proposals received in response to an RFP released by staff in June for the 2017 SSA Audit. Staff recommends approval of the proposal by ACT Group. ACT Group has provided audit services for both Business Partners and Uptown United and the process went smoothly. Ripple Tax & Financial Services provided a proposal, but charges a higher fee. Eilts & Associates has done the past two (2) audits for SSA #34. Last year there was an error that required corrections in the fall and an extension had to be requested for the correction of that error.

*Motion to approve proposal by ACT Group for 2017 SSA Audit.*

**VOTE: Reitman, Motion; Tuohy, 2<sup>nd</sup>. Unanimous by voice vote.**

#### GRANT AND REBATE PROGRAMS SUBCOMMITTEE MEETING

Upon the request of Chair Tuohy, the Grant and Rebate Programs Subcommittee shall meet on Tuesday, August 22<sup>nd</sup> at 4:30pm. The subcommittee shall review all grant and rebate program applications received between July 12<sup>th</sup> and August 22<sup>nd</sup>.

#### NEXT MEETING

Next meeting is scheduled for Tuesday, September 26<sup>th</sup>, 2017 and will be held in the first-floor conference room of the Bridgeview Bank Building (4753 North Broadway).

#### ADJOURNMENT

*Motion to adjourn at 5:18pm.* **VOTE: Tuohy, Motion; Keeney, 2<sup>nd</sup>. Unanimous by voice vote.**