

**Lincoln Avenue SSA #35**  
**Commission Meeting Minutes**  
**April 7, 2016 9:00 a.m.**  
**Lincoln Station, 2432 N. Lincoln Ave.**

**Commissioners Present:** Brent Holten, Kenneth Dotson, Mark Davis, Ben Hamm, Edda Coscioni, Oz Sozen

**Commissioners Absent:** none

**LPCC Staff:** Martin Sorge, Bryan Biello

**Public Forum:** Allan Mellis, Darwin Mintu

**Alderman's Office:** Adam Galypo (43<sup>rd</sup> Ward)

**Call to Order**

- I. Call to order by Dotson at 9:04 a.m.

**Approval of Minutes**

- II. Dotson asked for and received approval of the minutes from the February 11, 2016 meeting.

Motion to approve the February 11, 2016 meeting minutes. Motion seconded. Motion unanimously approved.

**Public Forum**

- III. Allan Mellis
  - a. Expresses appreciation of Lincoln Avenue Corridor Plan.
    - i. Requested that if permanent improvements are recommended at the conclusion of the study, then the SSA prioritize spending money on those improvements.
    - ii. Also recommended putting a brochure or booklet together for developments to give to those renting apartments.

**Reports**

- IV. Financial Report (Holten)
  - a. We have received no tax income and have paid no expenses.
  - b. We have negotiated delayed payments with most vendors.
  - c. Up until now we've only done clean and green improvements, but this is the first time we have economic development and consumer attraction line items in the budget.
  - d. We should receive tax levy funds in late summer or early fall, but in the meantime the LPCC is securing a line of credit with Bridgeview Bank to pay for vendors who need to be paid prior to receiving levy.
  - e. The LPCC is also postponing management fees until we receive levy.

**Action Items**

- V. Approve 2015 Audit (Mintu)
  - a. Darwin Mintu from ORBA reviewed the audit standards with the commission and walked through the audit. Mintu does the audit for both SSAs and the LPCC.
  - b. Mintu noted that overall the Lincoln Avenue SSA spent more than the budgeted amount in 2015 because of the reconstitution and acknowledged that the cash balance was so low because the reconstitution mandated that it be spent or go back to city.
  - c. Actual expenses were greater than budgeted by about \$5,000. The city states that the SSA can't spend more than the budgeted amount. A request was submitted to city, but wasn't

approved, however, the LPCC confirmed with the City that this will not be a violation of the service provider agreement.

- d. The two audit letters were submitted and are a standard practice.

Motion to approve the 2015 Audit. Motion seconded. Motion unanimously approved.

VI. 2016 Power Washing Vendor Selection (Sorge)

- a. Three bids were received for power washing the sidewalks within the SSA boundaries.
  - i. Pressure Washing Systems
  - ii. Christy Weber
  - iii. Clean Slate
- b. Sorge recommends using Pressure Washing Systems, even though they are slightly more expensive, because they usually complete the job in 1-2 days and use a biodegradable degreaser that doesn't hurt plants.
- c. Clean Slate takes several weeks to complete the power washing process and Christy Weber did not have any references for power washing services.
- d. The target date for power washing is late May, but would be based on when the vendor is available.
- e. Mellis asked if the SSA reviews the work of the chosen company and Sorge noted that photos are taken before and after power washing.
- f. The LPCC will flyer and email stakeholders about 1 week prior to when pressure washing is scheduled.

Motion to approve Pressure Washing Systems as the 2016 sidewalk pressure washing vendor. Motion seconded. Motion unanimously approved.

VII. Façade Rebate Applications (Sorge)

- a. 2468 N. Lincoln, Joe Pionke submitted an application for replacing lintels, tuck pointing, and pressure washing masonry. Received 3 quotes and completed application properly.
- b. Quotes ranged from \$14,645-\$22,605.
- c. This application is eligible for a maximum rebate of \$7,322.50, which represents 50% of the lowest cost bid.
- d. Commission discussion:
  - i. Commission thought that it was more maintenance of the building and not necessarily helping to beautify the corridor.
  - ii. Holten mentioned that a better façade may be helpful to filling the space with a tenant, thus making the corridor more attractive.
  - iii. The commission weighed if it was good to give the maximum rebate allowed or if only a portion of the maximum would suffice. They were unsure if they would reach the allotted budget for this year since it's not a well-known program
  - iv. Coscioni asked how the Façade Rebate Program was being advertised. Sorge responded: by word of mouth, working with the Wrightwood Neighborhood Association, emails, and speaking with business owners directly.
    - 1. Davis recommends having the committee split efforts and go door to door to let businesses know about rebate program.

- v. Hamm suggested coming up with a set of guidelines that the committee values, such as improvements only to the first floor of a building.
- vi. Davis recommends giving \$5,000 which is not the maximum rebate possible, but a good amount for the project. Many of the commissioners agreed.

Motion to allocate \$5,000 for the 2468 N. Lincoln Avenue façade rebate application. Motion seconded. Motion unanimously approved.

### **Old Business**

#### VIII. Ethics Forms (Sorge)

- a. Each year SSA commissioners need to submit two separate ethics forms: one for the City and one for the County.
- b. Sorge told the Commission to watch for a reminder email from him about the forms. Both are due May 1.
- c. Sorge will double check that the City and County sent the email to commissioners.

### **New Business**

#### IX. Draft 2017 Budget (Sorge)

- a. The Lincoln Avenue Corridor Plan is currently underway and will really guide how the commission would like to allocate funds.
- b. Dotson recommends that branding should be in conjunction with McCaffrey's branding efforts, which may influence the budget line items.
- c. Sozen asked about any categories that we should consider putting money into. Sorge recommended the sustainability category.
- d. Commission recommends putting a small amount of funds into the sustainability programs and safety program categories.
- e. Sorge will update budget and commission will review and approve at the July meeting.
- f. Mellis had two requests:
  - i. The #11 bus is coming back under a CTA trial period and Mellis asked if the SSA can support the program.
  - ii. The former Children's Memorial parking garage has been free and McCaffrey would like to start charging. Mellis suggested a validation program sponsored by the businesses on Lincoln Avenue and requested that the SSA get behind supporting a reduced price at the garage.
- g. Mellis also mentioned that the Wrightwood Neighborhood Association is putting together a program for construction workers to visit restaurants for lunch.

### **Adjournment**

Motion to adjourn meeting. Motion seconded. Unanimously approved.

Meeting adjourned at 10:18 a.m.

*Minutes respectfully submitted by Bryan Biello.*