

**Lincoln Avenue SSA #35**  
**Commission Meeting Minutes**  
**July 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, Kim Schilf, Bryan Biello

**Public Forum:** Allan Mellis, Justin Moore

**Alderman's Office:** Matthew Allee (43<sup>rd</sup> Ward)

**Call to Order**

- I. Call to order by Dotson at 9:05 a.m.

**Approval of Minutes**

- II. Dotson asked for and received approval of the minutes from the May 26, 2016 meeting.

Motion to approve the May 26, 2016 meeting minutes. Motion seconded. Motion unanimously approved.

**Public Forum**

- III. Allan Mellis
  - a. Mellis wants to have a validation program in place at the former Children's Memorial parking lot and asked the commissioners to think about a discounted parking structure for patrons who visit businesses on Lincoln Avenue.
  - b. He requested that commissioners to put together a promotional plan to market Lincoln Avenue as a place to live with all the new developments and housing units being built.
  - c. Asked if the commission can promote the return of the #11 bus to help increase ridership.

**Reports**

- IV. Financial Report (Holten)
  - a. So far we have not received our tax levy for 2016, but we are on track with expenditures for the year thanks to plans put into place to defer payments until the second half of the year.
  - b. The Lincoln Park Chamber of Commerce (LPCC) has not yet been invoiced for management and personnel fees for Q1 or Q2. The LPCC is floating these fees until the tax levy funds come in.
  - c. Property tax bills are supposed to be mailed August 1<sup>st</sup>, and levy should hit the SSA bank account soon afterwards.
- V. Program Manager's Report (Sorge)
  - a. Sidewalk Cleaning
    - i. Crews are out five times per week picking up litter and emptying trash bins.
    - ii. Some commissioners noted that they've been doing a good job and that they see them more than in past years.
  - b. Landscaping

- i. Brightview (formerly Brickman) planted hanging baskets and planters and most of them look very full already this year.
  - ii. Brightview has also been weeding the tree grates as per their contract.
- c. Infrastructure
  - i. CDOT will be replacing some of the missing tree grates and the remaining tree beds with missing grates will be mulched by Brightview at no extra charge.
  - ii. Coscioni noticed more folks tripping on broken tree grates. Sorge mentioned that he has spoken with CDOT who will be sending someone out soon to assess.
  - iii. The LPCC summer intern has compiled a list of crosswalks, curbs, etc. that need to be repaired. This list was submitted to Alderman Smith's office to put in requests for the repairs.
- d. Façade Rebate Program
  - i. Hook & Ladder has installed their sign per the application and Sorge recommends giving them the full rebate as mentioned in their conditional approval letter.
  - ii. Joe Pionke is nearly finished with the improvements at 2468-70 N. Lincoln and the Façade Rebate Committee will review the project once all documentation is submitted.
  - iii. The façade improvement program will continue to be marketed to area businesses and property owners with a possible mailing to our list of property owners and businesses in the district.
- e. Corridor Plan
  - i. The Lakota Group, Sam Schwartz, and Goodman Williams, have been doing a lot of work collecting data for the corridor plan.
  - ii. The online survey was posted about a month ago and a lot of local organizations and the Alderman's office have been publicizing the link to help gather feedback for those who couldn't make it to the open house.
- f. Public Relations
  - i. Ripson Communication submitted a quote and we are planning to work with them through the remainder of the Corridor Plan process to help promote the plan.
- g. Events and Outreach
  - i. The LPCC is working with three other Chambers, Lincoln Square Ravenswood, North Center, and Lakeview, as well as the Active Transportation Alliance to help promote the return of the #11 bus. The Chambers plan to host a month long promotion amongst 11 restaurants and bars on Lincoln Avenue with a culminating event on August 26<sup>th</sup>.
  - ii. Lincoln Park Uncorked, a Lincoln Avenue wine stroll is returning for a second year from 6:00-9:00pm on September 22<sup>nd</sup>. The stroll will be running from Fullerton to Diversey on Lincoln Avenue and in the next few weeks the LPCC will begin reaching out to businesses to participate in the event.

## Action Items

- I. 2017 Budget and Services Approval (Sorge)
  - a. The EAV for the Lincoln Avenue SSA decreased by about \$20 million because of the various demolition projects, but will once again increase after construction begins. This decrease will not affect our budget, as it is still well below our tax rate cap.

- b. Sorge reviewed the final budget with the commissioners, which was previously approved by the commission as a draft budget.
- c. Sorge explained that he included the loss collection in unpaid taxes on the façade rebate line item per city requirements.
- d. Moore and Mellis had questions about banner/signage maintenance and how to coordinate on branding the neighborhood.

Motion to approve the 2017 services and budget for SSA #35-2015. Motion seconded. Motion unanimously approved.

II. 2017 Sole Service Provider Approval (Sorge)

- a. The Lincoln Park Chamber of Commerce is currently the sole service provider for SSA #35-2015. The committee had no further questions prior to the motion.

Motion to approve the Lincoln Park Chamber of Commerce as the 2017 sole service provider for SSA #35-2015. Motion seconded. Motion unanimously approved.

**New Business**

III. RFP Review

- a. Sorge reviewed the sidewalk litter abatement, sidewalk snow removal, and holiday decorations RFPs with the commissioners.
- b. Sidewalk Litter Abatement RFP
  - i. Includes sweeping, cleaning curbs and gutters, removing trash 3 times a week from November to March and 5 times during the summer months from April through October.
  - ii. Sorge sends RFPs to about 6 vendors and is likely to receive about 3-4 responses.
  - iii. Moore suggested that the RFP should include the company being the “eyes on the street,” and to have them report any infrastructure damage if they see it
- c. Snow Removal RFP
  - i. The period of coverage requested is November 1 through April 15 and they are asked to remove snow on sidewalks, around corners, and over gutters within SSA boundaries.
  - ii. Dotson asked if the price would change significantly if we decreased the service period. Sorge will look into it.
- d. Holiday Decorations RFP
  - i. Since the SSA boundaries have expanded slightly, there are two more poles to decorate within the SSA, costs may increase. However with construction happening there may be fewer poles to decorate.
  - ii. Sorge added in a range of time on this year’s RFP for when decorations need to be up and taken down.

IV. Staffing Announcement

- a. Sorge let the commission know that this will be his last commission meeting and his last day at the LPCC is scheduled for July 19. Sorge will be moving onto Uptown United to be their Executive Director. Sorge thanked the commission for their service and noted that it has been a pleasure to work with them to improve the corridor.

**Adjournment**

Motion to adjourn meeting. Motion seconded. Unanimously approved.

Meeting adjourned at 10:01 a.m.

*Minutes respectfully submitted by Bryan Biello.*