

**Clark Street Special Service Area #23
Commission Meeting
Basil Leaf Cafe, 2465 N Clark
Agenda for April 18, 2018 4:00-5:30 p.m.**

<u>Topic</u>	<u>Presenter</u>	<u>Report</u>	<u>Action</u>	<u>Time</u>
Call to Order	Jeanblanc	None	None	4:00 p.m.
Approval of Minutes	Jeanblanc	Written	Motion	4:01 p.m.
Public Forum				4:02 p.m.
Reports				
Financial	Gallanis	Written	None	4:10 p.m.
Action Items				
2017 Audit Presentation	Mintu	Verbal/Written	Motion	4:15 p.m.
Pressure Washing Vendor Selection	Kryzak	Verbal	Motion	4:30 p.m.
Wayfinding Plan Update	Kryzak/Schilf	Verbal/Written	None	4:35 p.m.
Façade Rebate Program Update	Kryzak/Schilf	Verbal	Motion	4:50 p.m.
New Business				
Program Manager Report	Kryzak	Verbal	None	5:00 p.m.
Events & Marketing Report	Biello	Verbal	None	5:10 p.m.
Economic Development Report	Kryzak	Verbal	None	5:20 p.m.
Meeting Adjournment	Jeanblanc	None	Motion	5:30 p.m.

Proposed Motions

- To approve February 7, 2018 meeting minutes.
- To approve 2017 audit
- To select 2018 pressure washing vendor
- To approve updating the 2018 façade rebate program to allow for a 50% rebate for signage/awnings

Mission: To maintain and strengthen Clark Street as a vibrant commercial and residential district. To ensure that SSA District #23 is a clean and attractive environment for the community while fostering a collaborative partnership among all stakeholders.

Guidelines for the public forum:

- The goal of the public forum is to ensure that all voices of the community are heard on matters pertaining to the work of the Clark Street SSA #23. The commission is not required to provide immediate response to questions nor concerns presented.
- The public forum will be available at the start of each Clark Street SSA #23 meeting.
- The opportunity to speak at the public forum will be available for all those in attendance; however, speaking time may be limited depending on the number of attendees wishing to speak. The Commission will aim to limit this portion of the meeting to no more than 15 minutes.
- All those wishing to speak during the public forum portion of the meeting must complete an information form including name, address, phone number, stake in the SSA and topic to be addressed and present the completed form to the secretary prior to the start of the meeting.
- The public forum portion of SSA #23 commission meetings, as with all portions of the meeting, will proceed according to Robert's Rules of Order, most importantly:
 - No attendee may speak twice until everyone else wishing to speak has spoken once.
 - All remarks must be directed to the Chair. Remarks must be courteous in language and deportment avoiding all personal remarks and never alluding to others by name or to motives.
 - One person may speak at a time. If not, the presiding officer can call them out of order.

**Clark Street SSA #23
Meeting Minutes
February 7, 2018 | 4:00 p.m.
Basil Leaf Café | 2465 N Clark**

Commissioners Present: Holly Lodarek, Peigi Jean-Blanc, Steve Quick, Chris Ramsey, Cathy Gallanis
Commissioners Absent: Jim Kroeger
LPCC Staff: Kim Schilf, Frank Kryzak, Bryan Biello
43rd Ward Alderman's Office: Alderman Smith, Shelia Pacione
Public Forum:

Call to Order

- I. Call to order by Jean-Blanc at 4:02 p.m.

Approval of Minutes

- II. Jean-Blanc asked for and received approval of the minutes from the November 15, 2017 Commission meeting.

Motion to approve November 15, 2017 minutes. Motion seconded. Unanimously approved.

Public Forum

- III. Smith and Pacione discussed the upcoming water main project.
 1. NPL is the contractor doing the work. CTR Water supervises NPL and the work they do. Kryzak is already in touch with NPL and CTR.
 2. The project is scheduled to start at Dickens and Clark and will work north a few blocks at a time, ending at Clark and St. James.
 3. The construction crews will stage some of their equipment on sidewalks and begin coring along the street to check on utilities soon.
 4. There will be planned water shut-offs, but every residence and business will receive advance notice before they occur.
 5. The crew will generally work from 7:00 a.m. to 4:00 p.m., depending on weather delays. The project will last roughly 2 to 3 months.
6. When they are done, CDOT will be re-paving and enhancing Clark Street, including adding some bumpouts and other pedestrian and bicyclist enhancements.

Reports

- IV. Financial Report (Schilf)
 1. We should see some income in March as the first installment of property tax notices are going out in February.

New Business

- V. Vendor Overview (Kryzak)
 1. Litter Abatement – Cleanslate
 - i. Out currently 3 days a week and service has been satisfactory.
 - ii. Gallanis commented that she's noticed some debris on the sidewalks. Kryzak will mention it to Cleanslate.
 2. Landscaping – Brightview
 - i. Winter plantings have looked good.
 - ii. Right now, the planters at 2050 N. Clark have been removed due to construction.

- iii. Kryzak has located the planters and they should be re-installed by the developer by the time summer plantings are ready to be installed in late May/early June.
 - 3. Snow Removal – Christy Webber
 - i. Doing a good job, but they need to come back through the sidewalks with a shovel after the plow passes.
 - ii. They should also shovel the corners and by fire hydrants as they have in the past. Kryzak will talk to Christy Webber about this.
- VI. 2018 Budget Overview (Kryzak)
 - 1. The budget is fairly similar to the 2017 budget. Some items of note include:
 - i. The special events line item has decreased slightly from last year.
 - ii. We have funded decorative banners this year, which will come from recommendations from the Wayfinding Plan.
 - iii. The wayfinding and signage line item will be used to fund recommendations from the Lincoln Park Wayfinding Plan.
 - iv. There are some funds in the economic impact study line item to have a consultant conduct a PIN report for the properties in the SSA. This is a best practice in order to ensure we are receiving the correct amount of funding for the SSA.
- VII. Wayfinding Plan Update (Kryzak / Schilf)
 - 1. The LPCC and key stakeholders have reviewed wayfinding designs and Lakota has provided an updated version of the Wayfinding Plan.
 - 2. The plan is not final, but the commissioners reviewed to make sure the look/feel of the plan is heading in the right direction.
 - 3. We have gone through many iterations of the plan and it is not quite up to our standards yet, but we are working closely with the Lakota Group and have made great strides.
 - 4. Commissioners really like where the plan is headed.
 - 5. Provided information about the Vamonde app and how it provides stories and adventures around neighborhoods within Chicago.
- VIII. Façade Rebate Guidelines Update
 - 1. Currently, the guidelines for the Façade Rebate Program state, “no property owner or business can receive more than one grant in three calendar years from disbursement of the original grant.”
 - 2. Proposing to remove this language as it is an unnecessary handicap for the street. In many cases there are people who own multiple buildings, and we shouldn’t be hampering the possibility of beautifying the district just because some people may own multiple buildings or businesses.

Motion to approve updates to the Façade Rebate guidelines. Motion seconded. Motion unanimously approved.

- IX. Program Manager’s Report (Kryzak)
 - 1. Snow Removal
 - i. The 2017-18 snow removal contract is live through April.
 - ii. As a reminder, there is a 1” tolerance, which means that crews should be deployed for any snow that is predicted (or actually) over 1”. Crews will NOT be deployed for any snow event less than 1”.
 - 2. Sidewalk Cleaning
 - i. Crews are out 3 times per week picking up litter and emptying trash bins.
 - ii. Cleanslate has lowered their most recent invoice per our agreement because Kryzak saw they weren’t wearing our branded vests one morning.

- iii. A recycling bin was damaged at the southern end of the SSA on the west side of the street, we have ordered a new one.
 - 3. Landscaping
 - i. The winter displays look good.
 - ii. A few weeks ago, we sat down with Brightview and picked our summer flower palette.
 - iii. Novak construction removed 4 of our planters from the sidewalk in front of 2050 N. Clark.
 - 1. Kryzak has been in contact with them and Brightview. Novak will re-install them in June when the project is finishing up.
 - 4. Holiday decorations
 - i. Holiday decorations have been removed. The process went relatively smoothly this year.
 - ii. Kryzak has ordered ComEd to turn the electricity off for the time being until we use the festoon lighting again.
 - iii. Gallanis suggested using bigger lights next year because the garland hid some strands of lights.
 - 5. Façade Rebate Program
 - i. The 2018 façade rebate application is now open.
 - ii. As a reminder, SSA commissioners are eligible to apply for a façade rebate.
 - iii. We continue to communicate with new business owners, commercial brokers, and landlords about this program. Kryzak will be delivering applications in person to businesses in February.
 - 6. Security Rebate Program
 - i. The 2018 application is open.
 - ii. Kryzak has delivered information about the programs to businesses in November and will continue to do outreach.
 - iii. We are working to plan another safety seminar on Clark Street this April.
 - 7. Commissioners
 - i. There are currently 3 vacant commissioner spots to fill. Commissioners should contact Kryzak with any suggestions they may have.
- X. Marketing and Events (Biello)
 - 1. Events
 - i. Safety Outreach
 - 1. We are working to schedule a safety seminar at a restaurant on Clark Street sometime in April. More details will be available soon.
 - ii. Cravings on Clark
 - 1. Scheduled for Wednesday, June 13 from 6:00 – 9:00 p.m.
 - 2. The route will once again, run from Fullerton to Diversey and east on Diversey to Lakeview.
 - 3. We're hoping to host the check-in again at HopCat – Chicago.
 - 4. Looking to enhance the event some this year. In the next few weeks, Biello will be connecting with bars on the route to see if they'd be willing to provide beer samples in addition to food samples.
 - iii. Art on Clark Opening Night Party
 - 1. Plan to host again in July. We will begin working on details later this month.
 - 2. The target date for the event is Tuesday, July 17.
 - iv. Spooktacular
 - 1. The 10th annual Spooktacular will be held on Sunday, October 28, 2018 from 1:00 – 4:00 p.m.
 - 2. We plan to host the costume contest again at HopCat – Chicago.
 - 3. The LPCC and our event contractor, Big Buzz Idea Group, reviewed the past several years of this event and we have decided to eliminate

the Scarecrows on Parade portion of this event due to low business participation.

- a. 2017 was the lowest participation rate with only 13 businesses participating, down from 18 in 2016 and over 20 in 2015.
- b. We are looking into hosting a small window decorating competition among merchants that wouldn't involve public voting.

v. LPCC Events

1. Savor Lincoln Park 2018

- a. Was held Tuesday, January 23, 6:00 – 9:00 p.m. at iO Theater, 1501 N. Kingsbury.
- b. Thank you to Gallanis for donating wine on behalf of Chicago Pizza and Oven Grinder and to Ramsey for pouring tea from TeaGschwendner.

2. Business After Hours

- a. Thursday, February 22, 5:30 – 7:30 p.m.
- b. Blue Door Farm Stand, 2010 N. Halsted

3. Coffee Connection

- a. Wednesday, March 14, 8:30 – 9:30 a.m.
- b. Roy's Furniture, 2455 N. Sheffield

4. Sharing Success: Women in Business

- a. Wednesday, March 21, 8:30 – 10:00 a.m.
- b. Boelter Foodservice Design, 1071 W. Division

XI. Economic Development Report (Kryzak)

1. Items of note:

i. Recently Closed:

1. Lincoln Park Stadium (2423 N. Clark)

ii. Recently Opened:

1. Number 7 (2485 N. Clark)

iii. Coming Soon

1. L&L Academy expansion

2. Developments:

- i. 2050 N. Clark has commenced demolition. Kryzak has been in touch with Karen from Novak construction and will reach out again soon to get an update on the timeline. They are on track to finish in June.
- ii. 2036 N. Clark (former parking garage) had significant delays with demolition because of keeping the four walls of the structure and the weather, but they hope to be completed by mid to late summer.

3. Business milestones:

- i. TeaGschwendner will be celebrating it's 50th anniversary in May.

Meeting Adjournment

Motion to adjourn meeting. Motion seconded. Unanimously approved.

Meeting adjourned at 5:44 p.m.

Minutes respectfully submitted by Bryan Biello.

12:06 PM

04/12/18

Accrual Basis

Clark Street SSA Profit & Loss Budget vs. Actual

January through December 2018

	Jan - Dec 18	Budget	\$ Over Budget	% of Budget
Income				
2017 Est. Loss Collection	0.00	5,602.00	-5,602.00	0.0%
Est. Carryover from 2017	0.00	115,000.00	-115,000.00	0.0%
Interest	29.05			
Tax Levy Income				
2012 Tax Levy	-1,417.41			
2013 Tax Levy	-3,528.16			
2014 Tax Levy	-4,894.71			
2015 Tax Levy	-35.44			
2016 Tax Levy	1,027.34			
2017 Tax Levy	217,250.69	443,045.00	-225,794.31	49.0%
2017 Tax Levy Interest	20.31			
Late Collection and Interest				
2017 Est. Late Collections	0.00	5,602.00	-5,602.00	0.0%
Total Late Collection and Interest	0.00	5,602.00	-5,602.00	0.0%
Total Tax Levy Income	208,422.62	448,647.00	-240,224.38	46.5%
Total Income	208,451.67	569,249.00	-360,797.33	36.6%
Expense				
Customer Attraction				
Decorative Banners	0.00	14,000.00	-14,000.00	0.0%
Holiday Decorations	92.77	20,000.00	-19,907.23	0.5%
PR/Media Relations	0.00	9,500.00	-9,500.00	0.0%
Print Material	0.00	2,000.00	-2,000.00	0.0%
Social Media Outreach	105.00	2,000.00	-1,895.00	5.3%
Special Events	8,010.00	41,204.00	-33,194.00	19.4%
Website	112.62	2,000.00	-1,887.38	5.6%
Total Customer Attraction	8,320.39	90,704.00	-82,383.61	9.2%
Economic/Business Development				
Economic Impact/Market Studies	0.00	5,000.00	-5,000.00	0.0%
Site Marketing	1,365.25	5,500.00	-4,134.75	24.8%
Total Economic/Business Development	1,365.25	10,500.00	-9,134.75	13.0%
Personnel				
Personnel Cost	26,692.50	106,770.00	-80,077.50	25.0%
Total Personnel	26,692.50	106,770.00	-80,077.50	25.0%
Public Way Aesthetics				
Facade Enhancement Rebates	0.00	29,000.00	-29,000.00	0.0%
Landscaping	0.00	64,000.00	-64,000.00	0.0%
Power Washing	0.00	15,000.00	-15,000.00	0.0%
Public Art	16,100.00	45,000.00	-28,900.00	35.8%
Public Way Use Permits	50.00	5,000.00	-4,950.00	1.0%
Sidewalk Maintenance	5,565.45	40,000.00	-34,434.55	13.9%
Snow Removal	11,775.00	26,000.00	-14,225.00	45.3%
Streetscape Elements	1,685.67	10,000.00	-8,314.33	16.9%
Wayfinding/Signage	3,551.20	88,000.00	-84,448.80	4.0%
Total Public Way Aesthetics	38,727.32	322,000.00	-283,272.68	12.0%
Safety Programs				
Safety Education	0.00	1,000.00	-1,000.00	0.0%
Safety Improvement Program	0.00	4,000.00	-4,000.00	0.0%
Security Patrol Services	0.00	5,000.00	-5,000.00	0.0%
Total Safety Programs	0.00	10,000.00	-10,000.00	0.0%
SSA Management				
Annual Report	250.00	1,000.00	-750.00	25.0%
Audit	1,250.00	5,000.00	-3,750.00	25.0%
Bank Charges	0.00			
Bookkeeping	187.50	750.00	-562.50	25.0%
Equipment Purchase/Maintenance	187.50	750.00	-562.50	25.0%
IT Monitoring Services	187.50	750.00	-562.50	25.0%
Liability/Property Insurance	150.00	600.00	-450.00	25.0%
Meeting Expenses	187.50	750.00	-562.50	25.0%
Office Equipment Lease/Maint	225.00	900.00	-675.00	25.0%
Office Printing	93.75	375.00	-281.25	25.0%
Office Rent	1,687.50	6,750.00	-5,062.50	25.0%
Office Supplies	75.00	300.00	-225.00	25.0%
Office Utilities/Telephone	562.50	2,250.00	-1,687.50	25.0%
Postage & Delivery	187.50	750.00	-562.50	25.0%
Professional Development	225.00	900.00	-675.00	25.0%
Subscriptions/Dues	112.50	450.00	-337.50	25.0%
Total SSA Management	5,568.75	22,275.00	-16,706.25	25.0%
Sustainability & Public Places				
Bicycle Transit Enhancements	0.00	5,000.00	-5,000.00	0.0%
Garbage/Recycling Program	0.00	2,000.00	-2,000.00	0.0%
Total Sustainability & Public Places	0.00	7,000.00	-7,000.00	0.0%
Total Expense	80,674.21	569,249.00	-488,574.79	14.2%
Net Income	127,777.46	0.00	127,777.46	100.0%

12:06 PM
04/12/18
Accrual Basis

Clark Street SSA
Balance Sheet
As of April 12, 2018

	<u>Apr 12, 18</u>
ASSETS	
Current Assets	
Checking/Savings	
NCB Checking Account	179,671.65
NCB Money Market	126,110.33
Total Checking/Savings	<u>305,781.98</u>
Total Current Assets	<u>305,781.98</u>
TOTAL ASSETS	<u>305,781.98</u>
LIABILITIES & EQUITY	
Equity	
Retained Earnings	178,004.52
Net Income	127,777.46
Total Equity	<u>305,781.98</u>
TOTAL LIABILITIES & EQUITY	<u>305,781.98</u>