

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

<u>Topic</u>	<u>Presenter</u>	<u>Report</u>	<u>Action</u>	<u>Time</u>
<b>Call to Order</b>	Jean-Blanc	None	None	4:00 p.m.
<b>Approval of Minutes</b>	Jean-Blanc	None	Motion	4:01 p.m.
<b>Public Forum</b>				4:02 p.m.
<b>Reports</b>				
Financial	Gallanis	Verbal	None	4:05 p.m.
<b>Action Items</b>				
Wayfinding Elements, Funding, and Locations	Kryzak	Written	Motion	4:10 p.m.
2018 Holiday Décor Vendor	Kryzak	Verbal	Motion	4:25 p.m.
2018-19 Snow Removal Vendor	Kryzak	Verbal	Motion	4:35 p.m.
2019 Litter Abatement Vendor	Kryzak	Verbal	Motion	4:45 p.m.
<b>New Business</b>				
Program Manager's Report	Kryzak	Verbal	None	4:55 p.m.
Events and Marketing Report	Schilf	Verbal	None	5:10 p.m.
Economic Development Report	Kryzak	Written	None	5:20 p.m.
<b>Meeting Adjournment</b>	Jean-Blanc	None	Motion	5:30 p.m.

**Proposed Motions**

- To approve July 11, 2018 meeting minutes
- To approve wayfinding elements, funding, and locations
- To approve 2018 holiday décor vendor
- To approve 2018-2019 snow removal vendor
- To approve 2019 litter abatement vendor

**Next Meeting: Wednesday, November 14 at 4:00 p.m.**

**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 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.