

## **Lakeview SSA 27**

Commission Meeting Minutes

January 12, 2023, 8:30 AM

Hybrid Meeting via Zoom and In-Person at Starbucks, 3400 N Southport Ave, Chicago, IL 60657

**Present:** Helen Bailey (via Zoom), Dave Garfield, Laura McMahon, Luis Monje, Mike Schuba

**Absent:** Kaitlyn Hurley, Ria Tjong

**Staff:** Erik Carlson, Becca Girsch, Alyssa Lombardo, Nicole McLellan

**Guests:** Chuck Stewart

### **Call to Order**

Luis Monje called the meeting to order at 8:40 AM.

### **Reading of Mission Statement**

Luis Monje read the mission statement.

### **Public Comment**

There was no public comment.

### **Reading and Approval of Minutes**

Mike Schuba motioned to approve the SSA 27 Commission meeting minutes from December 8th, 2022, seconded by Laura McMahon; motion carries.

### **Program Updates**

- **Holiday Passport Program:** Erik Carlson provided an overview of the 2022 Holiday Passport program, noting that 29 businesses participated and the app was downloaded by 68 users. Luis Monje inquired about the gauge for success of this program and Nicole McLellan confirmed the goal of the program is to benefit businesses during the holiday season so number of participating businesses and receipts uploaded are helpful metrics. Laura McMahon noted that use of apps can take time to catch on and she recommended seeing how the program grows over the next few years. Luis Monje requested that staff create a list of actions to help increase use of the program in the future.
- **Ice Sculpting Activation:** Luis Monje noted the 2023 Ice Sculpting Activation will take place on January 28th from 2:00 PM - 4:00 PM and January 29th from 12:00 - 2:00 PM at the intersection of Lincoln/Southport/Wellington. Luis Monje added that Nate Johnson Studios will perform the ice sculpting and Nicole McLellan added that there will be food trucks on both days of the event, as well as music and photography. Nicole McLellan added that FOX will do a segment covering this event.

### **Committee & Task Force Reports**

- **Master Planning Task Force:** Becca Girsch updated the Commission on the Master Planning process, including that the survey has been issued with 165 responses so far. Becca Girsch added an in-person interactive community event will be held on Saturday, January 21 from 1:00 PM - 4:00 PM and all Commissioners are encouraged to stop by and provide their input.

#### **SSA 27 Mission Statement**

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- **Lakeview Public Art Committee:** Nicole McLellan noted that SSA 27 has the opportunity to participate in the Chicago Sculpture Exhibit again in 2023, with budget availability to sponsor up to two sculptures. Dave Garfield confirmed he would like to continue participation in this program, due to the strong cost-benefit. Dave Garfield motioned to approve partnering with the Chicago Sculpture Exhibit in 2023 to install two sculptures not to exceed \$8,000, seconded by Mike Schuba; motion carries. Luis Monje inquired about the feasibility of a Small Art Endeavor, delivering high-impact, low-budget public art pieces in the community. Nicole McLellan confirmed she will assemble a list of potential projects.
- **Streetscape Committee:** Nicole McLellan provided the following updates:
  - **Holiday Decor:** Nicole McLellan noted the 2022 holiday decor was well-received and items received very little damage. Nicole McLellan confirmed the pole decor has been removed and the remaining items will be removed by the end of January. Luis Monje recommended that the community tree receive additional string lights and LED ornaments in the coming year.
  - **People Spot:** Nicole McLellan noted she is awaiting confirmation from Village of Skokie on when they will transfer the People Spot.
  - **2023 Curbies:** Nicole McLellan confirmed the 2023 curby installations will take place in April at 3416 and 3729 N. Southport.
  - **Paulina Point:** Luis Monje noted he feels this seating area feels too compact and may benefit from rearranging. Nicole McLellan confirmed she will share photos of the area with the Commission.

### **President's Report**

Luis Monje announced that Sandy O'Kane is stepping down from her position as Chamber Board President in the coming months. Becca Girsch added that there will be a Board Retreat hosted in the coming months, offering the opportunity for all three boards to gather and discuss long term planning.

### **Treasurer's Report**

Helen Bailey updated the Commission that staff are working to close out the 2022 books. Becca Girsch added that SSA 27 started receiving its delayed tax disbursements. Nicole McLellan noted that staff will present 2022 EOY financials at the February Commission meeting, along with a minor budget modification to accommodate loan interest from the line of credit.

### **Partner Board Reports**

Becca Girsch informed the Commission that the 2023 Annual Meeting will take place in March, and the Chamber is considering options for the position of Board President. Becca Girsch added that Friends of Lakeview will complete Low-Line Phase II work in the spring, and is exploring neighborhood partners for the Folded Map initiative.

### **Staff Report**

Erik Carlson noted that LRVCC received a Nonprofit Capacity Building Grant and is conducting interviews for a part-time grant-funded position. Alyssa Lombardo added that Winter Wellness programming is taking place through the month of January, and there will be a screening of the movie *Angst* at the Music Box on January 30th, 2023. Alyssa Lombardo also noted that the Winter Wine Walk will take place on Thursday, February 8th and the Events Grant Task Force will convene on January 24th, 2023.

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**New Business**

There was no new business.

**Adjourn**

Mike Schuba motioned to adjourn the meeting, seconded by Laura McMahon; meeting adjourned at 9:28 AM.

Next Regular Meeting Date: February 9, 2023 at 8:30 AM

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## **Lakeview SSA 27**

Commission Meeting Minutes

February 9, 2023, 8:30 AM

Hybrid Meeting via Zoom and In-Person at Sheil Park, 3505 N Southport Ave, Chicago, IL 60657

**Present:** Helen Bailey (via Zoom), Dave Garfield (via Zoom), Laura McMahon, Luis Monje (via Zoom), Mike Schuba, Kaitlyn Hurley (via Zoom), Ria Tjong (via Zoom), Chuck Stewart (via Zoom)

**Absent:** None

**Staff:** Erik Carlson, Alyssa Lombardo, Nicole McLellan, Julie Star

**Guests:** None

### **Call to Order**

Luis Monje called the meeting to order at 8:35 AM.

### **Reading of Mission Statement**

Luis Monje read the mission statement.

### **Public Comment**

There was no public comment.

### **Reading and Approval of Minutes**

Kaitlyn Hurley motioned to approve the SSA 27 Commission meeting minutes from January 12th, 2023, seconded by Mike Schuba; motion carries.

Laura McMahon joined the meeting at 8:37 AM.

### **2023 Commission Renewals & Election of Officers**

Luis Monje announced that he and Kaitlyn Hurley are coming to the end of their first term on the SSA 27 Commission and are eligible for a second year term. Luis Monje added that he is coming to the end of his first term as SSA Commission Chair, and confirmed his interest to serve a second and final term. Mike Schuba motioned to renew Kaitlyn Hurley and Luis Monje for a second three-year SSA 27 Commission term and to renew Luis Monje for a second two-year term as SSA 27 Commission Chair, seconded by Ria Tjong; motion carries.

### **June 2023 Commission Meeting**

Luis Monje informed the Commission that the draft SSA 27 budget is due June 2nd, 2023, and proposed rescheduling the June SSA 27 Commission meeting for the day prior on June 1st, 2023 at 8:30 AM. Ria Tjong motioned to approve rescheduling the June SSA 27 Commission meeting to take place on Thursday, June 1st, 2023 at 8:30 AM, seconded by Laura McMahon; motion carries.

### **2023 Safety Planning**

Nicole McLellan provided an overview of potential 2023 safety initiatives, including the following:

- Increase Safety Communications
- Safety Events
- Camera Installation Initiative

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Several Commissioners agreed to forgo a camera installation initiative, and confirmed interest in safety events and programming such as self-defense workshops, a community safety walk, and safety roundtable discussions. Nicole McLellan agreed, and reinforced that SSA 27 properties have the option to install their own camera system through the City-wide or SSA 27 Safety Rebate program. Ria Tjong added that the SSA 27 Commission could consider minor types of safety hardware, like whistles, for distribution at different safety programs. Ria Tjong motioned to reallocate \$5,000 from SSA budget category 5.01 Public Way Surveillance Cameras/Maintenance to 5.04 Safety Communication and Education, second by Mike Schuba; motion carries.

### **Programs**

- **Ice Sculpting Activation: January 28th-29th:** Nicole McLellan presented updates following the SSA 27 Ice Sculpting Activation, including that there were an estimated 150 attendees per day despite blizzard conditions. Nicole McLellan added that Nate's Ice Sculpting was a great partner and recommended continuing this partnership in future years.
- **Earth Day Clean Up: April 22nd:** Nicole McLellan reminded the Commission that there is \$3,500 allocated in the 2023 budget for the first annual Earth Day Clean-Up, taking place Saturday, April 22nd. Nicole McLellan shared some ideas for this program, including having recycling and composting "zones" throughout SSA 27 and partnering with local community organizations.

### **Committee & Task Force Reports**

- **Master Planning Task Force:** Nicole McLellan noted that the Community and Business Master Planning surveys recently closed, and there were a total 760+ responses. Nicole McLellan added that there was an in-person community engagement meeting for master planning on Saturday, January 21st at Bitter Pops, and there were hundreds of attendees. Nicole McLellan reminded the Commission that a master planning focused Board Retreat will take place on Tuesday, February 21st from 5:30 PM - 7:30 PM, with members of the SSA 27 Commission, LRVCC Board and FOL Board in attendance.
- **Lakeview Public Art Committee:** Nicole McLellan informed the Commission that the next meeting for the Lakeview Public Art Committee is taking place on Monday, February 13th, 2023 at 2:00 PM and Commissioners are welcome to attend. Nicole McLellan reminded the Commission that artists Eric Lee and Rodney Duran have been approved to install 8 and 3 new murals respectively on the Low-Line art panels, and noted that there is an opportunity to add a fourth mural by Rodney Duran. Laura McMahan motioned to increase the 2023 budget for the Ashland and Paulina art panels to \$2,500, seconded by Mike Schuba; motion carries.
- Nicole McLellan informed the Commission that there is an opportunity to participate in Project Windows in 2023, based on the theme of Van Gogh.
- **Streetscape Committee:** Nicole McLellan confirmed that 2022 holiday decor has been removed and provided an update regarding the People Spot sale.

### **President's Report**

There were no updates.

### **Treasurer's Report**

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- **SSA 27 2022 Q4 Report:** Helen Bailey presented the SSA 27 2022 Q4 report and Dave Garfield inquired about the constraints of budget carryover. Dave Garfield motioned to approve the SSA 27 2022 Q4 Report, seconded by Laura McMahon; motion carries.
- **EOY Financials & Budget Modification:** Helen Bailey presented the 2022 end of year financials and proposed budget modification. Laura McMahon motioned to approve the following zero-sum modifications to the SSA 27 2022 budget, seconded by Mike Schuba; motion carries:
  - Increase 1.06 Holiday Decorations by \$1,000
  - Decrease 1.08 Display Advertising by \$2,000
  - Increase 1.09 PR/Media Relations by \$1,000
  - Decrease 2.05 Streetscape Elements by \$4,000
  - Increase 2.10 City Permits by \$4,000
  - Decrease 3.01 Garbage/Recycling Materials Program by \$100
  - Increase 3.04 Bicycle Transit Enhancements by \$100
  - Decrease 6.01 SSA Annual Report by \$1,882.50
  - Increase 6.02 SSA Audit by \$445
  - Increase 6.03 by \$325
  - Increase 6.04 Office Rent by \$1,720
  - Increase 6.05 Office Utilities by \$745
  - Decrease 6.07 Office Equipment Lease/Maintenance by \$610
  - Increase 6.12 SSA Bank Account Fees by \$1,185
  - Decrease 6.17 Liability/Property Insurance by \$657.50
  - Decrease 6.18 Conferences & Training by \$1,270
  - Increase 7.01 Executive Director by \$1,938
  - Decrease 7.02 Community Development Director by \$3,301
  - Increase 7.03 Office Manager & Bookkeeper by \$5,263
  - Decrease 7.05 Events & Marketing Director by \$7,618
  - Decrease 7.06 Events & Marketing Staff by \$15,977.70
  - Increase 7.07 Business Services Manager by \$5,671
  - Increase 7.08 Engagement Manager by \$14,024.70

### **Partner Board Reports**

Nicole McLellan reported that the LRVCC Annual Meeting will take place on Monday, March 13th, 2023 at Port & Park Bistro and noted that Early Bird tickets are currently available via Eventbrite. Nicole McLellan added that the Friends of Lakeview Board recently visited two Chicago neighborhoods as part of their Folded Map Project, and that Low-Line Phase II construction will resume in the spring.

### **Staff Report**

Erik Carlson reminded the Commission that the Annual Meeting will take place on Monday, March 13th, 2023. Alyssa Lombardo reminded the Commission that the annual Wine Walk is taking place the coming evening and that tickets are still available for purchase. Luis Monje inquired about the status of updates to the SSA 27 website and Nicole McLellan confirmed many updates have been implemented, and encouraged the Commission to review the website.

### **New Business**

There was no new business.

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**Adjourn**

Mike Schuba motioned to adjourn the meeting, seconded by Laura McMahon; meeting adjourned at 9:29 AM.

**Next Regular Meeting Date: March 9, 2023 at 8:30 AM**

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## **Lakeview SSA 27**

Commission Meeting Minutes

March 9, 2023, 8:30 AM

Hybrid Meeting via Zoom and In-Person at Sheil Park, 3505 N Southport Ave, Chicago, IL 60657

**Present:** Helen Bailey (Zoom), Dave Garfield, Kaitlyn Hurley (Zoom), Laura McMahon (Zoom), Luis Monje (Zoom), Mike Schuba, Chuck Stewart

**Absent:** Ria Tjong

**Staff:** Erik Carlson, Becca Girsch, Alyssa Lombardo, Julie Star

**Guests:** Stephanie Biederman, Christopher Comes, Lisa Ripson

### **Call to Order**

Luis Monje called the meeting to order at 8:36 AM.

### **Reading of Mission Statement**

Luis Monje read the mission statement.

### **Public Comment**

There was no public comment.

### **Reading and Approval of Minutes**

Helen Bailey motioned to approve the SSA 27 Commission meeting minutes from February 9th, 2023, seconded by Mike Schuba; motion carries.

### **Presentation from Ripson Group**

PR vendor Ripson Group presented updates from Q4 2022 - Q1 2023, including recent media coverage for holiday programming, ice sculpting activations and Lakeview Restaurant Week. Ripson Group also presented upcoming coverage, including spring fashion trends, events, and seasonal programs. Luis Monje agreed there has been strong media coverage and inquired about recommendations for quantifying media success. Christopher Comes confirmed business owners have relayed positive impacts following news coverage and recommended reaching out to businesses following events regarding attendance and sales. Laura McMahon suggested getting direct feedback from business owners on upcoming programs and Becca Girsch shared that staff focus on business outreach but businesses do not always provide feedback. Mike Schuba recommended focusing on other SSA 27 corridors in addition to Southport, and Lisa Ripson confirmed she will brainstorm stories with staff on Lincoln and Paulina. The SSA 27 Commission thanked Ripson Group for their continued work and partnership.

Lisa Ripson and Christopher Comes left the meeting at 9:09 AM.

### **2023 Commission Renewals**

- **Ria Tjong:** Helen Bailey motioned to renew Ria Tjong for a second 3-year term to the SSA 27 Commission, seconded by Mike Schuba; motion carries.

### **Committee & Task Force Reports**

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- **Master Planning Task Force:** Becca Girsch recapped the Business Roundtable on February 28th and relayed business feedback regarding challenges and opportunities of operating in Lakeview and Roscoe Village. Becca Girsch added that the final community engagement event will take place in April, where MKSK will present preliminary findings. Becca Girsch also noted that graphic design firm Firebelly will present an updated logo soon.
- **Lakeview Public Art Committee**
  - **Project Windows:** Becca Girsch reminded the Commission that in 2021, SSA 27 participated in Project Windows, a partnership with the Art Institute of Chicago to create storefront exhibits based on the theme of the Obama portraits, which received strong media coverage. Becca Girsch added that there is an opportunity to participate in 2023 on the theme of Van Gogh, and opened the floor to Commission feedback. Luis Monje noted that this initiative would need to provide a direct benefit to businesses and recommended including interior lights and signage on the exhibits. Helen Bailey confirmed she enjoyed the initiative in 2021 and views this as an opportunity to activate Lincoln Ave. The Commission requested more information on the initiative, including marketing and business participation before providing confirmation on moving forward.
  - **Southport Art Panels: Concept Review:** Becca Girsch presented the concepts from artist Eric Lee for installation on the Southport art panels:
    - Keith Haring Inspired Concepts featuring Eric Lee’s signature gold coins
    - Crying superheroes in the rain, to be installed during for May for Mental Health Awareness month

Chuck Stewart expressed concern that the themes were less positive than past installations and Julie Star noted that the topic of mental health could draw families to view the installation. Dave Garfield noted that the crying superheroes tell a story and Laura McMahon agreed this concept could start a bigger conversation. Luis Monje requested that signage be included adjacent to the installation and Becca Girsch confirmed all art installations include an identifier and explanation. Helen Bailey added that the installation could include some probing questions regarding the topic of mental health. Kaitlyn Hurley motioned to approve the concept installation noted below, seconded by Mike Schuba; motion carries:

    - Crying superhero concept by Eric Lee featuring Black Panther, with all the superheros facing Southport Ave, with signage including a concept description and community engagement questions + QR code.
  - **Streetscape Committee:**
    - **Landscaping Contract:** Helen Bailey noted that the Streetscape Committee recommended continuing a landscaping contract with BrightView in 2023, as they provided strong services in prior years. Kaitlyn Hurley motioned to approve a landscaping contract with BrightView in 2023 not to exceed \$57,000, seconded by Mike Schuba; motion carries.
- **Community Event Grants Task Force:** The SSA 27 Commission tabled this update for a future meeting.

## President’s Report

There was no update.

### SSA 27 Mission Statement

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**Treasurer's Report**

There was no update.

**Partner Board Reports**

There was no update.

**Staff Report**

There was no update.

**New Business**

There was no new business.

**Adjourn**

Dave Garfield motioned to adjourn the meeting, seconded by Mike Schuba; meeting adjourned at 9:48 AM.

**Next Regular Meeting Date: April 13, 2023 at 8:30 AM**

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## **Lakeview SSA 27**

Commission Meeting Minutes

April 13, 2023, 8:30 AM

Hybrid Meeting via Zoom and In-Person at Sheil Park, 3505 N Southport Ave, Chicago, IL 60657

**Present:** Helen Bailey (Zoom), Dave Garfield (zoom), Kaitlyn Hurley (Zoom) Luis Monje (Zoom), Mike Schuba, Chuck Stewart

**Absent:** Laura McMahon, Ria Tjong

**Staff:** Erik Carlson, Becca Girsch, Alyssa Lombardo, Nicole McLellan, Julie Star

**Guests:** Dante Odoni, Paul Poy

### **Call to Order**

Luis Monje called the meeting to order at 8:37 AM.

### **Reading of Mission Statement**

Luis Monje read the mission statement.

### **Public Comment**

There was no public comment.

### **Reading and Approval of Minutes**

Mike Schuba motioned to approve the SSA 27 Commission meeting minutes from March 9, 2023; seconded by Chuck Stewart; motion carries.

### **Chamber Update**

Luis Monje reminded the Commission that Nicole McLellan is departing the Lakeview Roscoe Village Chamber of Commerce, and her last day is Friday, April 21st. Luis Monje thanked Nicole McLellan for her service, and Becca Girsch updated the Commission about next steps in the hiring process for a new Community Development Director.

Dante Odoni joined the meeting at 8:45 AM.

### **Presentation by Odoni Partners (formerly ACT Group)**

Luis Monje informed the Commission that Dante Odoni of Odoni Partners (formerly ACT Group) completed their 2022 audit for SSA 27 and is joining the meeting to present the audit findings. Dante Odoni shared the results of the SSA 27 2022 audit and presented the findings, and opened the floor to Commissioners for any questions. Luis Monje inquired about the line of credit utilized by SSA 27 in 2022 and the personnel budget, and Becca Girsch provided a reminder that the line of credit is in the name of the Lakeview Roscoe Village Chamber of Commerce, as service provider to SS A27.

### **Acceptance of the 2022 Audit**

Mike Schuba motioned to accept the findings of the 2022 draft audit, seconded by Chuck Stewart; motion carries.

### **May 2023 Commission Meeting**

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Luis Monje noted that the city deadline for submitting the draft 2024 budget and workplan is Friday, June 2nd, and added that rescheduling the May Commission meeting will allow for more time to work on the budget. Dave Garfield motioned to approve rescheduling the May 2023 Commission meeting to take place on Thursday, May 4th, 2023 at 8:30 AM, seconded by Chuck Stewart; motion carries.

### **Committee & Task Force Reports**

- **Master Planning Task Force:** Becca Girsch noted that the Aldermanic review meeting for the master plan took place on April 12, 2023 and added that a final community meeting will be held on April 27th, 2023. Becca Girsch informed that the final master plan will be ready for Board review and approval during a meeting on June 15th, 2023.
- **Lakeview Public Art Committee**
  - **2023 Committee Roster:** Nicole McLellan presented the 2023 roster for the Lakeview Public Art Committee, noting the committee additions of Laura McMahan and Dr. John Reuter. Luis Monje motioned to approve the 2023 Lakeview Public Art Committee roster, including the following individuals, seconded by Mike Schuba; motion carries:
    - Geetika Chandran
    - Allyson Coglianesi
    - Angie Garbot
    - Scot Havrilla
    - Richard Lange
    - Lynn Manilow
    - Laura McMahan
    - Dr. John Reuter
    - Jeremy Wechsler
  - **Ashland & Paulina Art Panels:** Nicole McLellan presented the Nosey Character art concept from artist Rodney Duran, noting that this 4-piece installation at Ashland and Paulina Plazas addresses the positive aspects of mental health, and will be installed in May for Mental Health Awareness month. Mike Schuba inquired if there will be signage and QR codes and Nicole McLellan confirmed all murals and art panels have signage explaining the concept. Luis Monje recommended that the Commission have more opportunity in the future to provide input on artist concepts. Kaitlyn Hurley stated she likes the concepts and believes they will work well for Mental Health Awareness month. Helen Bailey motioned to approve the Nosey Character concept by Rodney Duran for installation at the Ashland and Paulina art panels, seconded by Mike Schuba; motion carries.
- **Community Events Grant Task Force:** Luis Monje noted that the Community Event Grant Task Force met to review the 2023 grant applications and make award recommendations. Alyssa Lombardo provided an overview of the following applications, including applicant information, event summary, and reward request. Luis Monje specified that all awardees should ensure the engagement from multiple community partners and adjacent businesses and Nicole McLellan confirmed all applicants are encouraged to reach out to area businesses and organizations. Chuck Stewart motioned to approve \$38,350 in funding for the following projects according to the maximum amounts listed below, seconded by Mike Schuba; motion carries.
  - Japanese Culture Center, Ikebana Walk: \$5,000
  - And Rise Women Inc (&Rise), Self-Care = Self Love Event: \$2,500

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- Heritage Bikes, Lincoln Ave "Block Party": \$5,000
- Southport Neighbors Association (SNA), Native Plant Sale: \$3,300
- CircEsteem, CircEsteem Around Chicago Summer Tour: \$5,000
- Burley School, Spring Outdoor Festival: \$3,000
- JCC Chicago, Endless Summer: \$4,550
- Story7 Inc, International Pop Down: \$5,000
- International Film Festival: \$5,000

### **President's Report**

Luis Monje noted that considering the early spring, the Commission should consider a per push snow removal contract in the future. Nicole McLellan confirmed this can be considered, but reminded the Commission that some years have more snow than others.

### **Treasurer's Report**

- **2024 Budget Process Overview & Brainstorm:** Helen Bailey provided an overview of the 2024 budget process, noting key dates and milestones, including the following:
  - Upcoming Commission meeting dates
  - Friday, June 2nd, 2023: Draft budget due
  - Friday, July 14th, 2023: Final budget due
- Helen Bailey opened the floor to commission questions on the 2024 budget process and potential program ideas. Nicole McLellan added that there will be additional opportunities for brainstorming in the coming months and Becca Girsch added she will review the budget process with Nicole McLellan in advance of her departure.

### **Partner Board Reports**

Becca Girsch informed the Commission that Modelo is confirmed as the new sponsor for Taco Fest.

### **Staff Report**

There were no updates.

### **New Business**

There was no new business.

### **Adjourn**

Chuck Stewart motioned to adjourn the meeting, seconded by Helen Bailey; meeting adjourned at 9:31 AM.

**Next Regular Meeting Date: May 4th, 2023 at 8:30 AM**

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## Lakeview SSA 27

Commission Meeting Minutes

May 4, 2023, 8:30 AM

Hybrid Meeting via Zoom and In-Person at Sheil Park, 3505 N Southport Ave, Chicago, IL 60657

Attendees: Luis Monje , Ria Tjiong (Via Zoom), Michael Schuba , David Garfield (Via Zoom), Chuck Stewart, Kaitlyn Hurley (Via Zoom), Helen Bailey (Via Zoom)

Absent: Laura McMahon

Staff: Becca Girsch, Erik Carlson, Alyssa Lombardo & Julie Star

### Call to Order

Luis Monje called the meeting to order at 8:33AM.

### Reading of Mission Statement

Luis Monje read the Mission Statement.

### Public Comment

There was no public comment.

### Reading and Approval of Minutes

A motion to approve the SSA 27 Commission meeting minutes from April 13, 2023 was made by Chuck Stewart and seconded by Mike Schuba. Motion carries.

Helen Bailey joined the meeting at 8:39 AM via Zoom.

### Committee & Task Force Reports

- Master Planning Task Force
  - Becca Girsch shared an update on Master Planning. She noted that we hosted our second Master Planning Community Engagement night on Thursday April 27th at Theater Wit for feedback. Over 30 residents attended to hear progress on the Master Plan and to provide feedback on the process. MKSK will be presenting the Task Force with their 80% completed draft at their May meeting. Then, the Chamber and Friends of Lakeview Boards as well as SSA 27 Commission will receive a final draft of the Master Plan on June 9th, which will be followed by a meeting at 8:30 AM on Thursday June 15th, where the two Boards and the Commission will vote to accept the Master Plan. Becca also shared that following the Master Plan's completion, there will be a Public Relations roll out to the public. Becca noted that at their April Board meetings, the Chamber and FOL have approved the engagement of Ripson Group to lead the PR work related to the Master Plan, and the costs would be shared among the 3 entities in the same way the consultant costs have been shared.
  - A motion to approve a not to exceed \$8500 for the Ripson PR Contract for The Master Plan Roll- Out was made by Mike Schuba and seconded by Chuck Stewart. Motion carries.
- Streetscape Committee

### **SSA 27 Mission Statement**

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- Helen Bailey shared that the two curbies have been installed on Southport Avenue at 3416 N Southport adjacent to the Gap and at 3729 N Southport, adjacent to Baby Dolls Boutique. We have had no issues with these locations or requests to move the curbies. Helen also noted that, consistent with our contract with Cleanslate, litter abatement services have increased to 6 times per week on Southport. And finally, the summer rotation for landscaping will be put in by Brightview in May.
- Helen also shared that the Committee discussed potential ideas for 2023 Holiday decor and have tasked Becca with outreach to the building owners of the Jenis and Gap buildings to see if they would be amenable to us using their walls for a holiday light installation.
- Ria Tjong raised concern about the area on Lincoln between Greenview and Wellington, and noted that with the departure of Waxman Candle & Starbucks, the corner is very quiet & suggested increased investment in holiday decor in that area. Becca agreed and said she would follow up with Southport Construction to find creative solutions to increase decor in that area this holiday season.
- Lakeview Public Art Committee
  - Becca Girsch reported that payment to Chicago Sculpture Exhibit is complete and the two sculptures and install locations on Ashland Avenue are confirmed. Becca noted that Installation is expected to occur in May.
  - Becca shared that the 8-piece Spuothort Art Panel installation of the Crying Superheroes by Eric Lee began on April 27th.
  - Becca also noted that the 4-piece Nosey character installation by Rodney Duran at Ashland/Paulina should be installed in the coming weeks to coincide with Mental Health Awareness month in May.
  - Luis asked that we give social media and website coverage on these Mental Health Installations, and Becca and Alyssa Lombardo assured that they would do so.
- Community Events Grant Task Force
  - Alyssa Lombardo provided updates that she has been doing outreach to all community grant recipients & shared that the first grant event - the Arts & Science Family Fest at Burley Elementary is being held this Saturday May 6th.

#### President's Report

- Luis Monje reported that the 2023 Q1 Report and Audit have been completed & submitted to the city.
  - A motion to approve the 2023 Q1 Report was by Mike Schuba & seconded by Chuck Stewart. Motion carries.
- Luis requested feedback from the commissioners related to hiring a new Community Development Director, and noted that the role is the lifeline of the SSA. Luis also noted that the next person who takes that role is critical to keeping the SSA on track. Becca Girsch agreed and assured the commissioners of her intention to find a highly qualified candidate. She shared that to date, she has received 27 applicants, including one from a current SSA manager in the city.. Mike Schuba suggested that the current title fails to identify that the SSA is the priority of the position. Becca agreed to retitle the role to SSA Program Director or something similar once the position has been filled.

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## Treasurer's Report

- 2024 Budget Process Overview & Brainstorm
- Helen Bailey reviewed the overview document of the 2024 budget process, noting key dates and milestones, including that the draft budget is due to the city on Friday, June 2nd, and the final budget is due on Friday, July 14th. Helen then opened the floor to commission questions on the budget process and to brainstorm potential ideas for the 2024 budget. A discussion was had on how to add an event on Lincoln Avenue. Luis Monje proposed a street fair for the southern end of Lincoln Avenue that could include area latin restaurants and home furnishing businesses.. The commissioners were supportive of those ideas, with Mike Schuba noting the need to include musical performances to bring folks out. Ria Tjong also liked the idea and noted the need to improve street activation at Lincoln and Greenvew. Becca noted the opportunity to include investment in Master Planning ideas like rebranding the area as the Lincoln Arts District and to set aside budget to invest the new allery concept on Lincoln Avenue between Diversey and Lakewood. The commission agreed to budget additional funding for murals coming out of Master Plan, including a large neighborhood mural at Central Savings on Ashland, and the activation of at least one Lincoln Ave alley between Diversey and Belmont to become "alleries" with gallery walls of art and lighting, activation, etc. The commission also agreed to meet for a Special Meeting before the June 1st Commission meeting for a final brainstorming session and review. Kaitlyn Hurley suggested holding the special meeting at a local bar or restaurant if schedules permit.

## Partner Board Reports

- LRVCC
  - Becca Girsch shared updates from LRVCC and FOL, including the upcoming Aldermanic Forum May 11th at 8:30AM at The Peace School. Becca also shared the opening dates of the Low Line, June 6th and Roscoe Village Markets, June 11th.

## Staff Report

- Alyssa shared that the SSA sponsored Lincoln Roscoe Craft Market on May 13-14th. Alyssa noted that there has been a big marketing push that has included PR support from Ripson, banners, and an interview with WGN morning news.

## New Business

- Erik Carlson shared an update on plans for the Lincoln Roscoe Trolley Tour and Broker's Breakfast, which will be held in mid to late July. Erik explained that the focus of the event will be to highlight opportunities for investment in the commercial vacancies on Lincoln Avenue, including Starbucks, Waxman Candle etc. Erik also explained that he is reaching out to area landlords/ reps in order to engage them & invite them to the event. Erik also plans to debut our neighborhood one pager that we can also share with residential brokers after that. We will also use the opportunity to highlight the completion of LAB Project Streetscape and the Master Plan. Erik noted that the breakfast will be held at a Lincoln Avenue business and the tour will include both highlights on Lincoln Ave and Roscoe Streets. Erik noted that Chamber funds will exclusively be used for the Roscoe portion of the event.

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- A motion for a not to exceed \$2,000 to be shared between LRVCC and SSA for the Lincoln Roscoe Trolley Tour & Brokers Breakfast was made by Chuck Stewart, and seconded by Mike Schuba. Motion carries.

#### New Business

- Luis Monje shared a photo with the commission and raised the issue of a white film - efflorescence - on some of the newly installed brick on Lincoln Avenue as part of the LAB Project Streetscape. Luis noted that it could be a sign of a leak or that the brick was installed incorrectly. Luis noted that it should not be a salt issue because there has been no snow or salt in the area. Becca stated that she would reach out to the LAB project managers on this matter.

#### Adjourn

- A motion to adjourn was made by Chuck Stewart at 9:28AM, the motion was seconded by Mike Schuba. Motion carries.

Next Regular Meeting Date: June 1, 2023 at 8:30 AM

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## **Lakeview SSA 27**

Commission Meeting Minutes

May 25, 2023, 10AM

Virtual Meeting via Zoom Conferencing

**Present:** Luis Monje, Helen Bailey, Laura McMahon, Dave Garfield, Mike Schuba, Chuck Stewart

**Absent:** Kaitlyn Hurley, Ria Tjong

**Staff:** Becca Girsch, Alyssa Lombardo

**Guests:** Stephanie Biederman

### **Call to Order**

Luis Monje called the meeting to order at 10:06 AM and welcomed LRVCC Board President Stephanie Biederman, who joined the call.

### **Public Comment**

There was no public comment.

### **2024 Budget Planning Process**

Becca Girsch shared an overview of the 2024 budget planning process, explaining that the draft 2024 SSA 27 budget is due to the city on Friday June 2nd, 2023.

### **2024 Discretionary Budget Review**

Becca Girsch provided an overview of the proposed 2024 discretionary budget and opened the floor to the Commissioners for feedback.

### **Additional Budget Input and Ideas**

Becca Girsch opened the floor to Commissioners for additional budget ideas and questions.

Luis noted that a new Lincoln Avenue Street Festival had been identified at last month's meeting, and would be located between Diversey and Wellington, with participation from area restaurants and businesses. Additionally, Becca noted that the Master Plan made several place making suggestions, and one that the SSA could act on in 2024 is the Alleries concept on Lincoln Avenue, which would add art gallery activations to one of the shared alleys on Lincoln Avenue south of Lakewood Avenue.. Laura McMahon also suggested making an investment in street signage on Southport and Addison that encourages shoppers to explore the additional retail north of Addison. Laura noted that many shoppers don't know what else is beyond Addison, and Becca agreed that the parking lots and garages adjacent to CVS and Jewel have been a challenge to drawing shoppers further north on Southport. Mike Schuba also noted the value of neighborhood signage to announce the entrance into neighborhoods like North Halsted and Lincoln Square. Becca noted that those large scale neighborhood markers are a very pricy investment and suggested budgeting some funds to look into the options for neighborhood markers, including cost and potential locations in the service area, with a goal of implementing the neighborhood markers in 2025 or 2026.

Following discussions, the Commission agreed to add a Lincoln Avenue Street Festival & the Lincoln Avenue Allery Project into the 2024 budget, and to add budget for street signage to support retail on the north end of Southport Avenue. Additionally, the Commission agreed to add funding to analyze the

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feasibility and costs associated with bringing neighborhood markers to West Lakeview.

**Next Steps**

Becca Girsch confirmed she would incorporate the new Lincoln Street Party initiative, Lincoln Avenue Allery Project, additional street signage for the north end of Southport Avenue & neighborhood marker feasibility into the draft 2024 budget, which will be presented for final approval at the next scheduled Commission meeting on June 1st, 2023.

**Adjourn**

Mike Schuba motioned to adjourn the meeting, and the motion was seconded by Chuck Stewart. The meeting adjourned at 10:39AM.

Next Regular Meeting Date: June 1, 2023 at 8:30 AM

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## **Lakeview SSA 27**

Commission Meeting Minutes

June 1, 2023, 8:30 AM

Hybrid at Sheil Park and via Zoom

Attendees: Luis Monje, Chuck Stewart, Mike Schuba, Helen Bailey, Kaitlyn Hurley (Zoom), Laura McMahon joined at 8:43AM (via Zoom)

Absent: Ria Tjong, Dave Garfield

Guest: Stephanie Biederman

Staff: Becca Girsch, Alyssa Lombardo, Erik Carlson, Julie Star

### Call to Order

Luis Monje called the meeting to order at 8:32AM.

### Reading of Mission Statement

Luis Monje read the mission statement.

### Public Comment

### SSA 27 Commission Update

- Reading and Approval of Minutes

Chuck Stewart motioned to approve the SSA 27 Commission Meeting Minutes from May 4th, 2023 and the SSA 27 Commission Special Meeting Minutes from May 25th, 2023, and was seconded by Helen Bailey. Motion carries.

### Old Business

- Lincoln Roscoe Craft Fair Update
  - Alyssa Lombardo reported that the Lincoln Roscoe Craft Market Took place on May 13-14. Alyssa explained that the event went well with great attendance, especially on Saturday, and that it was quite popular with families and folks with dogs. We received great feedback about kids programming and musical performances. There was a lot of good signage & banners for SSA. We may consider closing the event at 6PM instead of 7PM next year on Saturday due to artists' complaints and reduced foot traffic in the last hour. Amdur is putting together a report on the event.

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## Committee & Task Force Reports

- Streetscape Committee
  - 2023 Holiday Decor
    - Helen Bailey reported that the Streetscape Committee had a productive meeting with Katie Buino from Southport Construction to review new potential holiday decor for 2023, which included increased lights on the main Christmas tree at St. Alphonsus, snowflake light installations on the sidewalks at Southport and Paulina Plazas and increased lighting on the new street poles installed as part of the LAB (Lincoln Ashland Belmont) Project. Helen also noted that the Committee is interested in cost savings & efficiency. Helen updated the Commission that Brightview will be installing the Summer rotation this week.
    - New Chair
      - Helen reported that Chuck Stewart has agreed to take over the Streetscape Committee from Helen now that she is in the role of SSA Commission Treasurer. Helen thanked Chuck for taking on this role and to Helen for her work as outgoing Streetscape Committee Chairperson. Many thanks to Chuck.
      - Mike Schuba motioned to approve Chuck Stewart as the new Streetscape Committee Chairperson, and Luis Monje seconded. Motion carries.
  - Becca Girsch provided the following updates on Public Art:
    - Eric Lee Art Panels - The 8-piece Installation at Southport Plaza has been installed. Waiting on signage, but will be highlighting on social media this week as we end Mental Health awareness month. The signage includes links to support for mental health.
    - Rodney Duran Art Panels
      - The 4-piece “Nosey” Installation at Ashland + Paulina Plazas is In progress and should be completed this week.
    - Chicago Sculpture Exhibit
      - Replacement Sculpture at 3335 N. Ashland will be “Maelstrom” by Gwen Yen Chu because the other selection did not fit. Installation will be on June 27th.
      - Jennifer Meyer’s “Bicycle Wheel Flower” at 3301 N. Ashland was installed on May 22nd.
    - Lincoln Avenue Cement Benches
      - The PAC will be working on the Lincoln Avenue concrete bench project in the coming months, to select an artist and move the project forward this summer.
- Public Art Committee

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## President's Report

- Open Meeting Update
  - Luis shared that all SSAs in the city have been notified that all SSA Commission meetings after May 11, 2023 must revert back to pre-COVID Open Meetings Act requirements. The Open Meetings Act has general provisions (in place before COVID) that allow for a member to join remotely if it is in accordance with the rules adopted by the public body, a quorum of the members of the public body is physically present, and the member cannot physically attend is because of personal illness or disability, employment purposes or the business of the public body, or a family or other emergency. See 5 ILCS 120/7(a)-(d). As a result, we require a quorum in person for all SSA monthly Commission meetings. Luis confirmed that this requirement does not apply to committee meetings like Streetscape or the Public Art Committee. Unless it is a true emergency that enables a commissioner to call in to a meeting, going forward, all Commission meetings will be in person. To lessen the blow, Chamber staff will bring coffee & pastries to our Commission meetings starting with the July 13th meeting.
  
- Master Planning
  - Becca updated the Commission that the Master Planning Task Force met last Wednesday to review the draft plan. The LRVCC Board, FOL Board and SSA 27 Commissioners will meet on Thursday, June 15th at 8:30AM at Central Savings to review and approve the final Master Plan, and will receive the draft plan ahead of that meeting. After approval, our PR partners at Ripson Group will assist us in rolling out the new Master Plan with press releases, an anticipated Block Club interview and more. Luis noted that the projects we implement from the Master Plan will be considered by the community as part of our Reconstitution bid for the SSA in 2025.

## Treasurer's Report

- 2024 Draft Budget Review
  - Helen Bailey noted that the Commission met last week for a special budget meeting to discuss the draft 2024 budget and workplan, and to brainstorm additional budget ideas. Following the directives at that meeting, the 2024 draft budget now includes allocations of \$20,000 for the new Lincoln Street Party initiative, \$20,000 for the Lincoln Avenue Allery Project, and \$5,000 for additional signage for retail at the north end of Southport Avenue and to determine neighborhood marker feasibility. The proposed budget will result in roughly a 4.1% budget increase, which is within the allowable threshold, with \$100,000 allocated to carryover. To compare, last year was 4.9% and 100K carryover.
  - Helen Bailey motioned to approve the SSA 27 draft 2024 budget and workplan, and the motion was seconded by Mike Schuba. Motion carries.

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- Next Steps
  - Becca noted the following next steps for the 2024 budget process:
    - June 2, 2023: Deadline to submit draft 2024 budget to the City
    - June 15, 2023: Present draft 2024 budget at June LRV Chamber Board meeting
    - June-July, 2023: Prepare final 2024 budget
      - Meet with Aldermen from 32nd, 44th and 47th Wards to discuss draft 2024 budget; ask for letters of support
      - SSA Commission Chair and Treasurer will work with staff to produce a final budget that incorporates feedback from the City and release of EAV
    - July 13, 2023: Approve final 2024 budget at July SSA meeting
  - Becca shared that she will begin reaching out to our three Alderman about 2024 budget meetings.

#### Partner Board Reports

- Community Development Director Vacancy
  - Becca was happy to share that she extended an offer to our leading candidate for the position of Community Development Director on Wednesday, and we hope to have the position filled in the next few weeks. Becca said she hopes to introduce our new staffer at the July Commission meeting.

#### Staff Report

- Alyssa Lombardo highlighted that Porchfest Lakeview is this Sunday June 4th on porches throughout Lakeview. Julie Star noted that the Low-Line opens June 6 & the Roscoe Village Market opens June 11th. Erik Carlson shared that on June 22, the Chamber is hosting Marketing Mania at Eden from 9:30-Noon, which will include a primer on PR from our PR partners at Ripson, as well as a roundtable discussion on marketing and PR with area business owners. Finally, Erik confirmed that the Lincoln Roscoe Trolley Tour & Brokers Breakfast will be held on July 18th for area commercial brokers and developers.

#### New Business

- As there was extra time, the Commission had a discussion regarding the fact that there are currently two commissioner vacancies, and the interest in seeking potential commissioners who contribute to a diverse mix. Some potential backgrounds/interests included a representative from the following categories:
  - Retirement Homes
  - Resident
  - Food Service Business
  - Belmont Business

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## Announcements

No additional announcements were made.

## Adjourn

Helen Bailey motioned to adjourn at 9:13AM, and was seconded by Chuck Stewart. Motion carries.

Next Regular Meeting Date: July 13, 2022 at 8:30 AM

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## Lakeview SSA 27

Commission Meeting Minutes

July 13, 2023, 8:30 AM

Sheil Park, 3505 N Southport Ave, Chicago, IL 60657

Attendees: Luis Monje, Chuck Stewart, Dave Garfield, Mike Schuba, Kaitlyn Hurley, Helen Bailey joined the meeting at 8:47AM

Absent: Ria Tjong, Laura McMahon

Staff: Becca Girsch, Robert Morvay, Alyssa Lombardo, Erik Carlson, Julie Star

### Call to Order

Luis Monje called the meeting to order at 8:39AM.

Before reading the mission statement, Luis introduced Community Development & SSA 27 Director Robert Morvay to the commissioners.

### Reading of Mission Statement

Luis Monje read the mission statement.

### Public Comment

No public comment was made.

### SSA 27 Commission Update

- Reading and Approval of Minutes
- **Chuck Stewart motioned to approve the SSA 27 Commission Meeting Minutes from June 1st, 2023, and was seconded by Mike Schuba. Motion carries.**

### Committee & Task Force Reports

- Streetscape Committee
  - Holiday Decor & Light Up Poles
    - Robert Morvay reported that the Holiday Decor 2023 will be finalized and presented for approval at the next Streetscape Committee Meeting. Staff is currently investigating how the lights are to be metered by Comed, with our CDOT contact, Stanley, informing us that their Comed contact told him that Comed does not provide power to public light meters like this. Robert's contact from Uptown currently uses Comed for a similar holiday pole lighting project, so CDOT is internally investigating how to get this started.

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Expenses for projects on the Master Plan will be shared through Lakeview Roscoe Village Chamber, Friends of Lakeview, and SSA 27, depending on the specific project.

- **Kaitlyn Hurley motioned to approve the LRVCC Master Plan, and was seconded by Helen Bailey. Motion carries.**

#### Treasurer's Report

- 2023 Budget, Work Plan and Sole Service Provider
  - Robert and Becca confirmed that following the draft budget approval, staff met with the 32nd, 44th, and 47th wards to discuss the 2024 Budget and ensure Aldermanic support. There were no changes made to the final budget over the draft other than some small typo fixes requested by the city.
  - Luis requested that Becca and Robert look into ways to maximize carryover usage with a goal of planning for a carryover of \$75,000 or less in 2024.
  - **Mike Schuba motioned to approve SSA 27 2024 Final Budget and Workplan, and was seconded by Helen Bailey. Motion carries.**
  - **Kaitlyn Hurley motioned to approve Lakeview Roscoe Village Chamber of Commerce to remain the sole service provider of SSA 27 in 2024, and was seconded by Helen Bailey. Motion carries.**

#### Partner Board Report

- Lakeview Roscoe Village Chamber of Commerce
  - Becca shared that Lakeview Roscoe Village Chamber hosted Burger Fest on July 8-9th, and it performed well.
  - Becca reported that the 2022 chamber audit will be reviewed at the next chamber board meeting.
- Friends of Lakeview
  - Becca was happy to share that Phase II of the Low-Line project is now complete.
  - Becca reported that Friends of Lakeview will review their draft audit at the next board meeting. Additionally, planning for the Folded Map Program with North Lawndale will be discussed.

#### Staff Report

- Erik Carlson shared that on July 18, the Chamber will be hosting a Broker's Breakfast and Trolley Tour showcasing four vacant commercial vacancies on Lincoln Avenue and highlighting several others on Lincoln Ave and Roscoe St. The tour serves a dual purpose of promoting the neighborhood and benefits of SSA 27.
  - Chuck Stewart asked if vacancies on Southport will be covered, and Becca replied that they will be mentioned during the oral presentation and plans are in the works to better promote those vacancies in the future.
  - On the topic of vacancies, Luis suggested that SSA 27 could offer a ~\$500 marketing package to new businesses opening in the area to help entice people to make the purchase, and asked Robert to brainstorm New Business Incubation opportunities for discussion. Helen mentioned starting a SSA New Business Rebate as a potential idea.
- Alyssa Lombardo reported that the Lincoln Roscoe Art Fair drew 2000 attendees. In her discussions with event partner Amdur, the idea of moving to the weekend prior to Mother's Day

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may help to avoid scheduling conflicts for attendees, and Amdur intends to look into the weather for that weekend to determine if moving the event is logistically intelligent.

- Alyssa also shared plans for upcoming event programming:
  - Native Plant Sale 7/15.
  - Sidewalk Sales & Tails Sidewalk Sales 7/22-7/23. D'Agostino's is assisting LRVCC with providing pup cups with SSA 27 branding.

#### New Business

- Luis asked for updates on whether or not staff believes any changes due to the Aldermanic rezoning and elections will impact SSA 27. Becca reported that two of three Aldermanic Ward zones, 44 and 47, are the same in how they pertain to SSA 27, but the 32nd Ward has more area within SSA 27 territory, now going further northwest on Lincoln Avenue. There is a two block section from Byron to Irving on Southport and Ashland that is now under Ward 46 with new Alderwoman Angela Clay, but that only impacts the Chamber and not the SSA.
- While meeting with Becca and Luis, New 44th Ward Alderman Bennett Lawson mentioned that he believes safety concerns are different here than in his other Wards which have more of a nightlife focus, and thinks paid weekend security would not be beneficial for SSA 27 at this time. Additionally, he asked SSA 27 to encourage Restaurants to "green their industry" with SSA funded composting and expanded recycling efforts.
- Thinking ahead, Luis asked Robert to prepare an order of steps for Reconstitution.
- Robert reported that updating the Wayfinding Kiosks is on his list of priorities.

#### Announcements

No additional announcements were made.

#### Adjourn

**Chuck Stewart motioned to adjourn the meeting, seconded by Helen Bailey; meeting adjourned at 9:25AM.**

Next Regular Meeting Date: August 10, 2023 at 8:30AM

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## Lakeview SSA 27

### Meeting Minutes

August 10, 2023, 8:30 AM

Sheil Park, 3505 N Southport Ave, Chicago, IL 60657

Attendees: Luis Monje, Helen Bailey, Chuck Stewart, Mike Schuba, Laura McMahon

Absent: Ria Tjong

Staff: Becca Girsch, Robert Morvay, Alyssa Lombardo, Erik Carlson, Julie Star

### Call to Order

Luis Monje called the meeting to order at 8:35AM.

### Reading of Mission Statement

Luis Monje read the mission statement.

Luis asked if the mission statement will be updated as part of the Master Planning, and Becca Girsch replied that it can be but it is up to the commission's discretion.

### Public Comment

No public comment was made.

### Reading and Approval of Minutes

**Helen Bailey motioned to approve the SSA 27 Commission meeting minutes from July 13th, 2023, and was seconded by Mike Schuba. Motion carries.**

### Committee & Task Force Reports

- Streetscape Committee
  - Holiday Decor
    - Robert Morvay reported that the Streetscape Committee has recommended the 2023 Holiday Decor Proposal from Southport Construction for approval, which will focus on further emphasizing building our focal points and adding new lit poles and trees along Lincoln Ave due to the installation of new outlets due to the Lincoln-Ashland-Belmont construction project. The focal points will include:
      - Adding an additional 4,800 multicolor lights in addition to the previous 4,800 warm white lights at the Lincoln Wellington Tree.
      - On Lincoln Avenue, implementing 38 strategically placed LED lit poles with velvet ribbon wrap in addition to 52 non-lit pole wraps with velvet ribbon wrap, in addition to 28 tree trunks being wrapped with LED lights along Lincoln.
      - Hanging Snowflake Canopies and 6-10 new staked snowflakes along the gravel walkway at the Paulina Low-Line.
      - At the Southport Low-Line, lengthening the existing LED archways to 8ft, staking snowflakes, and installation of new RGB laser projectors showcasing snowflakes along the entrance to Low-Line

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**Laura McMahon motioned to approve the 2023 Holiday Decor proposal from Southport Construction, and was seconded by Chuck Stewart. Motion carries.**

- 2023-2024 Snow Removal
  - Robert reported that according to the proposal with Brightview from 2021, snow service for 2023-2024 will cost \$13,580. In conversation with Luis, he mentioned that he thinks this is not worth the cost as we end up generally paying them entirely for nothing. Luis recommended that despite the liability, we should consider using a different contractor that would only charge if service was performed. Robert had a successful relationship with a contractor named GoWindows at Northalsted who did just that, and upon reaching out to them, they confirmed that they will draft a proposal. Luis also had a potential snow removal contractor, and Robert will reach out to them as well.
- Summer Maintenance
  - Robert confirmed that the cleaning and oiling of vector benches, curbies, and yellow cubbies is complete.
- People Spots
  - Robert confirmed that he has been given the all-clear to invoice the Village of Skokie for “The Cafe” People Spot for \$5,000, and will be sending the invoice before the end of the week. Due to an altered city ordinance, the check from Heritage Bikes & Coffee for \$2,500 for “The Wave” will need to be voided and recut, and Robert will contact them to do that. The funds will be available for use in 2024.
  - Luis recommended removing 1-2 of the Vector Benches from the Paulina Station, and finding a new location for them.
- Lincoln Tree Watering
  - Robert recapped that at the last meeting, he reported that trees planted by CDOT may require additional watering after the completion of the LAB Construction. Since then, his contact from CDOT updated him that further watering of trees planted during the LAB Construction after the project concludes is not recommended. He will continue to monitor the trees just in case they begin looking worse for wear.

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- Public Art Committee
  - CVS Graffiti Removal
    - Robert reported that the Graffiti touch-up is now complete. The artist's assistant has done the job for \$1,000, in line with a previous repair to the piece. We asked for a proposal to apply graffiti proofing, but the estimate came out to \$2,700 which would nearly triple our cost. Upon request, Cleanslate offered to do it for a not-to-exceed \$700. Since it is a coating of "sacrificial coating" meaning that the coating would be removed alongside any graffiti on it, it would need to be reapplied each time the piece was vandalized which would end up costing roughly the same as just having it fixed each time. Ward 44 may have aldermanic funds available to assist us in the application of graffiti proofing if needed, and Jessica Papp from their staff informed Robert that she will provide additional information about that.
    - Helen agrees that if Cleanslate were to do the application, they could come in much faster than the artist could if need be.
  - Concrete Benches
    - The Public Art Committee has tabled the decision to paint the concrete benches until the September meeting. The committee believed that while one chosen artist, Cara Lynch, would be able to do all of them, they are deliberating having multiple artists paint them. In this hypothetical, 2-4 artists would be chosen and would paint the benches in batches throughout the length of the street. Becca and Robert are identifying potential artists to propose alongside Cara Lynch.
    - Luis mentioned that he is okay with the Public Art Committee stretching out the process, but wants to get something out on the street by the end of the year.
  - Central Savings Mural
    - Robert reports that he has found that while the Public Art Committee recommended the location for approval months ago, he discovered that the SSA Commission never actually approved the location and recommends that this be done now.

**Mike Schuba motioned to approve the Central Savings wall as a mural location, and is Seconded by Chuck Stewart. Motion carries.**

- Robert continued stating that while several artists have been identified as potential muralists for this project, the Public Art Committee will decide at their next meeting whether or not they want to use one of those artists or put out a Call for Artists specifically for this project, and noted that the committee is generally leaning towards a Call For Artists. To be certain that the SSA is pleased with the art, Robert will look into engaging a PAC/SSA Task Force for this specific project since it will be a centerpiece of Lakeview Central.
- Luis noted that he would be okay with spending a little extra money to make this mural extra special, and recommended having a mural that gets people involved.

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## President's Report

- Master Planning SSA Projects List
  - Luis reported that as requested at the last meeting, Robert prepared a list breaking down all projects with SSA funding attached from the LRVCC master plan alongside their general priority, timeline, descriptions of actionable steps, partner agencies, and potential other funding sources, separated by three categories: Public Realm, Events & Programming, and Branding & Identity. Robert recommended the SSA each review it prior to the next meeting.
  - Luis asked each commissioner to look at the list prior to the next meeting in order to develop the conversation on what the SSA can do to support the project in years 2, 3, and 4.
  - Luis asked Becca and Robert about the process by which the SSA can utilize Aldermanic Menu funds, and Becca replied that Alderpeople have a certain amount of funds to distribute to community organizations and we generally need to apply and request allocations with detailed plans. Luis noted that he is open to using Aldermanic Menu funding more often.
- Reconstitution Designation Steps
  - As requested, Robert has sent the Reconstitution Designation Timeline and Steps for 2024 to the commission for reference, as while the general dates will not be applicable for the Reconstitution process SSA 27 is soon to embark on, the general timeline will be consistent. The first step for Reconstitution will be submitting the Feasibility Study in Fall of 2024, so there is nothing of priority at the moment.
  - In retrospect of his experience managing the SSA 18 Reconstitution, Robert recommended two things:
    - Doing what SSA 27 can to show the worth of the SSA to both business and residential property owners throughout 2024, and to generally raise awareness of what an SSA is for those that are unaware in preparation for the signature process in 2025.
    - To not overload Late Q1 through early Q3 2025 with SSA plans, events, program, etc., as signature gathering is an immensely time-consuming process that requires full attention and can be the make or break of a Designation process.
  - Robert and Becca recently spoke to the DPD, who informed them that there is a potential that starting in 2025, Districts may have the choice to reconstitute their SSA or designate as a BID. What that exactly means for us is unclear at the moment, as they described that being a BID as opposed to an SSA primarily would benefit districts within a TIF, which have no impact on SSA 27. The DPD will eventually reach out and provide a full breakdown of what this may mean, and Robert will be able to further brief the Commission upon receiving that information.

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- Security Rebate Applicant
  - Robert reported that he received a Security Rebate application from The Theraplay Institute at 1224 W Belmont Ave. It is for an updated security system and 2 outdoor security cameras, with costs totaling \$347.94. If approved, their rebated amount will be \$173.97.

**Mike Schuba motioned to approve the Security Rebate application from The Theraplay Institute at the amount of \$173.97, 50% of their anticipated expenses, and was seconded by Chuck Stewart. Motion carries.**

#### Treasurer's Report

- September Budget Modifications
  - Helen Bailey noted that as the year begins to reach its conclusion, the SSA has money that needs to be moved around, such as the \$50,000 budgeted for the green wall that will not come to fruition. As such, Robert and Becca will be working on budget modifications to present at the September meeting.
- Minor Second Installment Tax Bill Delay
  - Helen reported that Robert and Becca have learned that there will be another minor delay in tax bill distributions, second installment bills will be sent out November 1st and due December 1st, and noted that this is preferable to the tax bill delays that impacted the SSA in 2022 where bills were not sent out until late November and due December 31st. Robert and Becca do not anticipate this will result in any issue or lapse in payments, but we do have a \$150,000 line of credit to tap into with the chamber if need be.

#### Partner Board Report

- Master Planning
  - Becca Girsch reported that there will be a Master Planning press event on September 7th, and each member of the SSA Commission will receive an invite to attend.
- Taco Fest Update
  - Alyssa Lombardo reported that Taco Fest will occur on August 26th-27th with a face painter paid for by SSA 27, alongside stickers advertising the contribution of SSA 27 on adirondack chairs.
  - Chuck asked how volunteer staffing is progressing, and Alyssa replied that the event could always use an extra set of hands but volunteer staffing is going well.
- Wake Up With Your Pup Update
  - Robert reported that the Wake Up With Your Pup Coffee & Donuts event will return in 2023, planned for Sunday, October 15th from 9-11AM. He noted that he is still in the early planning and stages and will have more updates regarding this at the next meeting.
- Friends of Lakeview
  - Becca reported that Friends of Lakeview is sponsoring a 5K with North Londale on September 30th.
- SSA Website
  - Becca reported that the SSA webpage will be updated by the September meeting, making it focused on being more visual oriented.

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- Low Line Phase 2
  - Becca reported that a Ribbon Cutting event for Phase 2 of the Low-Line will occur on Thursday, September 14th.

#### Staff Report

- Online Marketplace Update
  - Alyssa explained that while the Support Local Online Marketplace program was instrumental during COVID, it has served its purpose and is no longer relevant as businesses have returned to in-person sales or have started their own successful online marketplaces. She proposed sunsetting the online marketplace by the end of the year.
  - Luis requested that instead of using the online marketplace, and that time, money, and energy be placed in supporting the holiday passport and gift card.
  - On the topic of advertising initiatives, Laura brought up the potential of utilizing advertising funds to get consumers to shop north of Addison on Southport. Helen agreed and recommends having artsy footstep decals leading North of Addison. Robert mentioned he was intending to add something to the wayfinding kiosks on Southport.

**Luis Monje motioned to approve sunsetting the Online Marketplace to full closure by the end of 2023, and was Seconded by Helen Bailey. Motion carries.**

- Brokers Tour
  - Erik Carlson reported that the broker's tour was a great success, featuring over 20 brokers touring 6+ vacant properties. He noted that he hopes to do these tours more often going forward.
- Belmont Theatre District
  - Erik reported that staff had a meeting with Lakeview East regarding their intention to sunset the Belmont Theater District, and noted that he agreed with the decision as the program was always high-capacity yet low-yield. He will brainstorm different ideas of promoting the theaters in the district
  - Helen asked if we intend to keep using the Belmont Theater District branding, and Erik and Becca replied that that will likely not be the case.

**Luis Monje motioned to approve sunsetting the Belmont Theater District to full closure by the end of 2023, and was Seconded by Laura McMahon. Motion carries.**

- Leaders Mixer
  - Erik noted that there will be a Leaders Mixer at Kobini + Konpai at 5:30PM the same day of this meeting, and encouraged the commissioners to attend.

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New Business

No new business was discussed.

Announcements

No additional announcements were made.

Adjourn

**Helen Bailey motioned to adjourn the meeting, and was Seconded by Mike Shcuba. Motion carries; meeting adjourned at 9:35AM.**

Next Regular Meeting Date: September 14, 2023 at 8:30 AM

***SSA 27 Mission Statement***

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## **Lakeview SSA 27**

Commission Meeting Meeting Minutes

September 14th, 2023, 8:30AM

Sheil Park, 3505 N Southport Ave, Chicago, IL 60657

Attendance: Luis Monje, Laura McMahon, Kaitlyn Hurley

Absent: Helen Bailey, Chuck Stewart, Dave Garfield, Kaitlyn Hurley, Micahel Schuba

Staff: Becca Girsch, Robert Morvay, Alyssa Lombardo, Erik Carlson, Julie Star, Jonah Snieder

### Call to Order

Luis Monje called the meeting to order at 8:40AM.

### Reading of Mission Statement

Luis Monje read the mission statement.

### Public Comment

No public comment.

### Reading and Approval of Minutes

There was no quorum present, so the approval of the August meeting minutes was delayed to the October meeting.

### Committee & Task Force Reports

- Streetscape Committee

- People Spot Update

- Robert reported that after months of calling and following up with the Village of Skokie after preparing the invoice for the People Spot, he traveled to The Village of Skokie office the Friday prior to his meeting to speak to his contact, Nick Wyatt, in person. Robert told Nick that if, by the time of this SSA meeting, he did not receive written confirmation from the Village of Skokie that they will be taking the People Spot off of SSA 27's hands by the end of the month, Robert would recommend a motion for it to be destroyed. Robert has since received the requested written confirmation of payment processing and a formal request to transfer ownership of the Storage Unit to the Village of Skokie. There is still some work to be done in coordinating the transfer of the storage unit, but Robert stated that this will finally be resolved by the end of September.
    - Luis asked to make an inventory of the Storage Unit that is ours.

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- Lincoln/Belmont Furniture
  - Robert mentioned that commissioners may have noted new furniture going up touting the Lakeview logo on Lincoln and Belmont, notably new small, round, concrete planters. Upon seeing those for the first time two weeks prior to this meeting, Robert reached out to his contact at CDOT, Stanley, for an explanation, as both he and Becca were caught off guard by this. He continued to report that CDOT has caught us off guard by informing us that not only have they relocated several pieces of our furniture such as our Concrete Benches, to new locations around Lincoln, but have also installed 27 new concrete benches (21 small and 6 large) of the same design and 53 small concrete planters.

CDOT and The City are currently drafting a maintenance agreement breaking all of this down and anticipate SSA 27 to take responsibility for these items as soon as within the coming weeks, including taking on the significant financial responsibility for the maintenance of this furniture, including plantings at the 53 concrete planters, with very little notice. As such, under the recommendation of Luis and Helen, Robert has sent an email to Stanley informing him of SSA 27's displeasure with CDOT's transparency with information regarding SSA 27 wares impacted by the Lincoln-Ashland-Belmont Construction in spite of our requests for information, lack of providing opportunities for SSA 27 to provide input throughout the project despite requests to do so, and expectation for us to take on significant financial commitment for streetscape elements that we were unaware we being created with little to no notice. The goal of this letter was for CDOT to provide more and better communication and to give opportunities for SSA 27 to provide input, and to let CDOT know that SSA 27 does not intend to sign this maintenance agreement upon its completion at this point in time unless an open dialogue is established to come to terms that are suitable and equitable for all involved parties. As of the time of this meeting, CDOT has not responded.

- Luis added that throughout his duration on the SSA and throughout this entire project, spanning 13 or so years, the disbursement of information has always been poor.
- Becca noted that she anticipates this coming to terms eventually where we will take care of this furniture, but due to lack of anticipation in the 2023 spending, she hoped to push this into 2024.
- Robert continued his report, noting that there are many elements of our future plans that have been thrown into uncertainty as a result of this. He mentioned that regardless of the status of the maintenance agreement, we will need to get confirmation and permission from CDOT to move the newly installed concrete planters and benches. Stanley mentioned in his initial email that he is as of yet unsure if SSA 27 will be allowed to modify any of these benches in any way going forward, such as with the planned Concrete Bench art project. He also mentioned that while CDOT provided a planning map with locations of the furniture installed due to the project, Stanley mentioned that many of the elements ended up being placed in areas different than were initially planned.

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- Robert has prepared our new intern, Jonah, to do a full Streetscape Furniture audit to determine what streetscape elements we have and where they are located.
- Becca reported that she has plans to have a conversation with Alderman Waguespack's office the morning following this meeting.
  - Lincoln Tree Watering
    - Robert reported that CDOT clarified the plans for the trees on Lincoln, and said those trees will be maintained by a contractor hired by CDOT until November 2025, and responsibility for taking care of them will default to SSA 27 at that time.
  - Paulina Point Benches
    - Robert reported that due to the confusion regarding CDOT's moving of our furniture, he has not made any movement on relocating any excess benches from Paulina Point. Once he has a good idea of where and how much furniture is in the SSA territory, he will be able to define potential new locations.
  - Public Art Committee
    - Concrete Benches
      - As mentioned previously during the CDOT Furniture Update, Robert reported that this program is unfortunately paused due to uncertainties regarding what SSA 27 is allowed to do with the concrete benches. Prior to learning about the CDOT Furniture debacle, Public Art Committee had defined 3 favored artists and 3 backups for Robert to contact, but those choices were made under the belief that SSA 27 had 34 benches to work with instead of the over 60 now on the corridor according to CDOT, so this will need to be re-discussed once SSA 27 knows more information.
    - Central Savings Mural
      - Robert reported that the Public Art committee has voted to put out a Call for Artists specifically for the Central Savings Mural. At time of this meeting, Robert was in the process of drafting this Call for Artists with the goal of having it released by the end of the year, decisions to be made throughout Winter, and a final artist be selected in time for a Spring Installation. This RFP will be presented to the SSA commission following its completion and before its distribution.

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## President's Report

- Commission Seats Update
  - Prior to and following the expiration of her commissioner seat in February, Nicole and Robert have been attempting to see if Ria Tjong would like to renew. Despite several email conversations with Nicole prior to departure, Ria eventually fell radio silent by the time of Robert's hiring. Robert has done his due diligence to email and leave voicemails for Ria, but has received no response for several months. As such, the commission roster is down to 7 members out of a maximum of 11. The count of commissioners required for quorum remains at 4; Robert and Becca will begin seeking out potential additional commissioners, and welcome suggestions. Luis suggests Matt Lederer. Kaitlyn requests an informational email with the expectations and requirements of being a commissioner. Luis recommends reaching out to new business owners.

## Treasurer's Report

- Budget Modifications Update
  - Robert reported that Becca and he have been hard at work drafting budget modifications, and have determined that there will be roughly \$100,000 initially budgeted for projects such as the Green Wall Initiative, Central Savings Mural, Lincoln Fall Craft Fair, etc. that can be used for alternative projects throughout the last few months of the year to minimize carryover. Ultimately, SSA Leadership determined that there is no rush to do the modifications this month and to give additional time to determine what is the best use of the money. Some topics to brainstorm and consider are projects such as: following the city trend of replacing the BigBellies with alternative larger garbage receptacles that do not require constant repairs, implementing a large-scale interactive installation, implementing a complimentary holiday shopping trolley to move shoppers between Southport and Lincoln, refurbishing the planter outside of Paulina Meat Market.
  - Luis recommends creating a shortlist for quick to access projects, and recommends supplementing the Holiday Decor with Southport Construction's dream projects.
  - Robert and Becca will continue to brainstorm, and welcome any recommendations.

## Partner Board Report

- Wake Up With Your Pup
  - Planning has continued for Wake Up With Your Pup, occurring October 15th. To add an additional food option, Robert reached out to Cafe Tola to provide Breakfast Empanadas, adding a savory option in addition to the sweet donut option. In terms of other programming, much of it remains consistent with last year e.g. pet photography, Chicago Canine Rescue providing info about adoption, free snacks, treats, and giveaways, including the addition of new Frisbees with the Wake Up With Your Pup Logo.
  - The engagement for the event promotion on Lakeview Roscoe Village Chamber social media has been exceedingly positive, and Robert was anticipating at least 300 attendees, upping the amount of snacks/treats/giveaway items to 300 over the 200 provided last year.

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- Robert mentioned that any recommendations for fun dog activities to look into are welcome, but noted that anything that involves the dogs being physical such as an obstacle course would be thrown off by dogs being alerted to CTA train noise. Kaitlyn recommends having a puppy canvas where the dogs can put their paws on, and Julie has a contact.
- SSA Webpage Updates
  - Robert reported that he has fully updated the SSA 27 website with up to date pictures and more focus on the pictures, per the commission's request at the last meeting.
- Master Planning
  - Becca reported that there were 22 media hits for the Master Plan reveal that occurred Thursday, September 7th, and response has been incredibly positive. The SSA plans for the Master Planning for 2024 are the Central Savings Mural and at least one Allery.
- Taco Fest
  - Becca reported that Taco Fest, which occurred August August 26th and 27th, performed well above previous years.
  - Kaitlyn attended the fest and reported that the alcohol was all sold-out, and Becca noted that this will be corrected going forward.
- Low-Line
  - Becca noted that the ribbon cutting for the Low-Line Phase II will occur on October 2nd at 4pm and Becca mentioned that while attendance is not required, she would love to see members of the SSA COMmission in attendance.
- DPD Lunch
  - Becca reported that The Department of Planning and Development is doing walk-through tours of each SSA, and Becca and Robert had recently taken them through SSA 27. They noted that SSA 27's murals and furniture are exceptional, and that SSA 27 is a role model for other SSAs.

#### Staff Report

- Online Marketplace Update
  - Alyssa Lombardo reported that The Online Marketplace is officially closed as of this meeting.
- Community Grant Meetings
  - Alyssa ran through the Community Event Grant events that have run and will run through the year. She noted that they are working on an SSA 27 Step-and-Repeat that will be used for future SSA events.
- Neighborhood Guide
  - Alyssa reported that work has begun on the 2024 Neighborhood Guide which will highlight SSA 27, among other highlights of the district.
- Beer Stroll
  - Alyssa reported that the Lincoln Ave Beer Stroll will take place October 21st, and Robert and Alyssa are working on street activations to fill in dead space between businesses
- Split the Pot
  - Alyssa reported that the Friends of Lakeview Split the Pot raffle is currently active, and she recommended SSA Commissioners share and/or donate if they feel inclined to do so.

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- Belmont Theatre District
  - Erik has contacted the website admin and informed them that the program is ending and the website will be closing by the end of the year, and has posted on social media that the program is winding down.
- Safety
  - Erik reported LRVCC, The Alderpeople, and Police are doing a safety walk along Southport to discuss security, namely aggressive solicitors along the street. The Fall Safety Seminar will occur in October.

#### New Business

- Luis informed the commission that Chase Bank on Lincoln is closing, and recommended staff do outreach to hopefully quickly fill the vacancy.
- Luis requested a discussion for the Lakeview Roscoe Village Chamber to hold a review of the merger since it occurred in 2019, and would like to have the goal of that discussion to suggest Roscoe Village form an SSA. Laura agreed with that goal. Becca mentioned that conversations during the Master Planning lead her to believe that Roscoe Village is largely against the idea of starting an SSA. Luis recommended that LRVCC nudge Roscoe Village Neighbors by saying “look what we can do with our SSA funds” whenever a program is run.
- Snow Removal
  - Unfortunately, despite initial positive communications, the pay-per-push contractor Robert utilized during his tenure at Northalsted ultimately decided not to submit a proposal. Luis’ recommended contact, Avalos Paving, provided a proposal for pay-per-push service at \$500 per triggered 1 inch instance. Robert noted that with that price, it would take over 27 snow removal services to match Brightview’s proposed cost of \$13,580 for the full season.
  - Robert noted that, while he is all for approving the Avalos Paving proposal, it would be irresponsible to not note that the benefit of the Brightview contract being that SSA 27 has a trusted relationship with Brightview going back years, whereas Avalos Pavers presents an unknown for most of the commission. Robert mentioned that Luis noted at the last meeting that he would be willing to take the risk this year to minimize the cost.
  - Robert recommended that the SSA commission move forward with a full-scale RFP for the 2024-2025 season midway through next year.
  - The Avalos Paving Contract is expected to be approved at the October SSA meeting.

#### Announcements

No additional announcements were made

#### Adjourn

The meeting adjourned at 9:38AM

Next Regular Meeting Date: October 12th, 2023 at 8:30AM

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## Lakeview SSA 27

Commission Meeting Minutes

October 12, 2023, 8:30 AM

Sheil Park, 3505 N Southport Ave, Chicago, IL 60657

Attendance: Luis Monje, Kaitlyn Hurley, Helen Bailey, Chuck Stewart, Dave Garfield, Kaitlyn Hurley, Micahel Schuba

Absent: Laura McMahon

Staff: Becca Girsch, Robert Morvay, Alyssa Lombardo, Erik Carlson, Julie Star, Jonah Snieder

### Call to Order

Luis Monje called the meeting to order at 8:32AM.

### Reading of Mission Statement

Luis Monje read the mission statement.

### Public Comment

No public comment.

### Reading and Approval of Minutes

**Kaitlyn Hurley motioned to approve the SSA 27 Commission meeting minutes from August 10th and September 14th, 2023, and was seconded by Mike Schuba. All approve. Motion carried.**

### President's Report

- Commission Seats Update
  - Luis Monje reported that The Guild, owned by commissioner Laura McMahon, who was not present for this meeting, is moving off Southport, and as such she is stepping down from the commission effective immediately. Robert noted that he will work with Laura on putting in her formal resignation with the City of Chicago, and the staff will be hard at work recruiting new SSA Commissioners, and welcomes recommendations. With Laura officially off the SSA Commission, the number of Commissioners is now 6, and the quorum is now 3 commissioners.
  - Former SSA Commissioner, Matt Lederer, has informed Robert of his intent to reapply. Luis asked Robert to ask Matt to attend the next meeting.

### Committee & Task Force Reports

- Streetscape Committee
  - 2023-2024 Snow Removal
    - Robert recapped from last month's meeting that the pay-per-push contractor that he utilized at Northalsted ultimately decided to not submit a proposal. Luis' recommended contact, Avalos Paving, provided a proposal for pay-per-push service at \$500 per triggered 1 inch instance. With that price, it would take over 27 snow removal services to match Brightview's proposed cost of \$13,580 for the full season. To do due diligence, Robert noted that the benefit of the Brightview contract is that SSA 27 has a trusted relationship with them going

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back years whereas Avalos Pavers presents an unknown for most of the commission. Robert intends to move forward with a full-scale RPF for the 2024-2025 season midway through next year. Robert recommended approving the proposal from Avalos Paving.

**Dave Garfield motioned to approve the Snow Management Proposal from Avalos Paving. Second by Mike Schuba. All approve. Motion carried.**

- People Spot Update
  - Robert reported that he and Becca have officially consolidated all non-People Spot materials to one storage unit and transferred ownership of the storage unit with the People Spot in it to The Village of Skokie, effective October 1st. Robert noted that he is still awaiting the \$5,000 check from Skokie for the purchase of the spot itself.
- Lincoln/Belmont Furniture Update
  - Robert reported that following the confusion from last month, Becca, Robert, and Luis attended a meeting with CDOT Project Manager Vanessa Izziary and Stanley Przewoznik, who was contracted to run the LAB construction. Vanessa claimed there was a meeting with Nicole where everything was discussed and agreed upon, but Luis let her know that changes like this require full SSA Approval, not the approval of a hired SSA Representative. We have the option to remove any items that we feel as though we cannot maintain, but told us we'd have to let them know fast; Luis had mentioned after that meeting that they can't dangle a strict timeline over us given the lack of firm communication.
  - Luis noted that he does not feel as though the planters and benches are placed efficiently, creating an obstacle course at each main intersection along Lincoln. Robert investigated this, and has found that there are exactly 3 planters and between 3-5 benches of various sizes on each corner of Lincoln from Lincoln/Diversey to Lincoln/Belmont, and included pictures in the materials to be reviewed. Robert noted that he asked Stanley from CDOT if we have the ability to ask them to move any supplemental benches/planters from Lincoln to other areas in the district, and he said he'd think so but he'd need to make 100% sure and he'd reach back out when he knows.
  - CDOT is preparing a list of finalized Concrete Bench locations and has provided us with a highlighted map of locations for the new 56 Concrete Planters and 56 Hanging Planters. They noted that costs for this project that fall on the SSA are primarily related to graffiti removal, plantings, and holiday decor; infrastructure repair and replacement is CDOT's responsibility. Now that he has a highlighted map of all the new planters, Robert has reached out to Brightview to receive a cost estimate for how much each planter will increase landscaping costs.
  - Luis recommended providing a sheet of internal costs for maintenance and locations for moving these benches if able to move outside of Lincoln.

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- Public Art Committee
  - Concrete Benches
    - Robert reported that at the CDOT meeting, it was revealed that painting the newly created benches would create potential logistical issues, as they would require a fully approved maintenance agreement which could take ages. CDOT is preparing a list of where the relocated pre-existing concrete benches are, and whether or not they are CDOT or SSA assets. If the benches are SSA assets, we should be able to paint them after receiving a BACP Public-Way Use Permit. Vanessa from CDOT has told Robert he would receive firm confirmation of whether or not we'll be able to paint the pre-existing benches with a permit by the end of next week. Robert noted that if this stretches any longer, he is uncertain of whether or not this concrete bench painting will be logistically possible in 2023. Luis recommends suggesting that as part of the service contract that CDOT must give SSA the ability to paint all of the concrete benches. Luis recommends asking the CDOT to tell them 34 of them are ours and paint/move 34 of them. Chuck recommended using Curby funds to paint these benches in 2024.
  - Central Savings Mural Call for Artists Draft
    - Robert has provided the Call for Artists in the Meeting Materials, and asks for any suggestions for tweaks. As a reminder, following changes to the draft provided by, it will bounce back to the Public Art Committee for their October Meeting where they'll recommend it for approval after their tweaks (if any), then it will be moved to SSA where it will be approved to send off after final tweaks (if any). Luis recommended considering alternative mediums of art, such as mosaics and 3D; Becca says that we'll need to ultimately decide on what works best for the wall. Mike recommended the budget being flexible if the chosen artist wants more. Luis recommended seeing if we can move the lights to the center of the wall.

**Mike Schuba motioned to approve the Call for Artists pending any final changes from the Public Art Committee at their October Meeting, and was seconded by Kaitlyn Hurley. All approve. Motion carried.**

**SSA 27 Mission Statement**

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## Treasurer's Report

- Budget Modifications Update
  - Robert and Becca had been working on ideas for potential ways to utilize additional budget to minimize carryover per Luis' request at previous meetings. At the time of this meeting, SSA has \$100,000 in planned carryover in the 2024 budget, and historically that \$100,000 in carryover has been allocated each year to provide a supplemental \$25,000 to Special Events, \$25,000 in public art, and \$50,000 in street furniture install/maintenance. That being said, Robert estimates roughly \$135,000 in unspent funds from projects that were either canceled, delayed, or came to natural conclusions in 2023. To reach the usual target of \$100,000 in carryover, SSA 27 would need to spend \$35,000 by the end of the year. While the commission has the option to spend more and minimize our annual carryover if the SSA so chooses, Robert noted that that would result in Special Events, Public Art, and/or Street Furniture Install/Maintenance having reductions in their planned budgets in 2024. He noted that ultimately, it is the SSAs decision how they wish to utilize these funds or not.
  - Robert prepared and presented a short list of options for potential ways to expend additional budget in the last two months of the year. He asked the Commission to approve at least \$35,000 in additional budget from these options to at the very least reach the carryover goal of \$100,000. The commission ultimately decided to approve a trial run of 4 BigBelly replacements entitled CitiBins at \$15,654, additional Holiday Decor at \$15,000, and to spend the remaining additional funds up to \$35,000 on Professional Tree Care.

**Motion by Katilyn Hurley to approve the agreed upon expenses for Holiday Decor, Tree Care, and CitiBins, and was seconded by Chuck Stewart. All approve. Motion carried.**

## Partner Board Report

- Wake Up With Your Pup
  - Robert reported that Wake Up With Your Pup will occur this Sunday, October 15th. It does look like there will be rain which may impact turnout, but other than that the event is in very good shape and any unused giveaway items can be reused in 2024. Robert and Becca will take many pictures.
- Lincoln Avenue Homecoming
  - Robert reported that SSA will be funding an inexpensive, quickly-put-together event entitled Lincoln Ave Homecoming on Sunday, October 22nd from 12-2pm. It has a Football theme with SSA-provided games and activities on Lincoln from Belmont to Diversey with centerpieces at two businesses on each side, Chicago Pizza and Tata's Tacos. Alderman Martin will speak at the event.
- IDA Conference
  - Robert reported that staff attended the International Downtown Association Conference which was held in the Loop on Wednesday, October 4th through Friday, October 6th. Becca and Robert led a successful tour of the Low-Line with 50 attendees from around the world with the assistance of Alyssa, Erik, and Julie, which saw a lot of positive buzz regarding the project. The staff attended various workshops and networking events to strengthen their abilities in their respective fields of Urban and Business Development.

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- Tree Lighting
  - Luis requested an update on the Tree Lighting for the next SSA meeting.

#### Staff Report

Friends of Lakeview and Chamber are working on budgets.

#### New Business

No new business was discussed.

#### Announcements

No announcements were made.

#### Adjourn

**Luis Monje motioned to adjourn the meeting, and was Seconded by Kaitlyn Hurley. All approve. Motion carried. Meeting adjourned at 9:34 AM.**

Next Regular Meeting Date: November 9, 2023 at 8:30 AM

#### **SSA 27 Mission Statement**

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## Lakeview SSA 27

Commission Meeting Minutes

November 9, 2023, 8:30 AM

Sheil Park, 3505 N Southport Ave Fl 2 Rm E, Chicago, IL 60657

Attendance: Luis Monje, Kaitlyn Hurley, Chuck Stewart, Dave Garfield, Kaitlyn Hurley, Micahel Schuba

Staff: Becca Girsch, Robert Morvay, Alyssa Lombardo, Erik Carlson, Julie Star, Jonah Snieder

### Call to Order

Luis Monje called the meeting to order at 8:32AM.

### Reading of Mission Statement

Luis Monje read the mission statement.

### Public Comment

There was no public comment.

### Reading and Approval of Minutes

**Motion by Kaitlyn Hurley to approve the SSA 27 Commission meeting minutes from October 12, 2023, and was seconded by Chuck Stewart. All approved. Motion carried.**

### President's Report

- Commission Seats Update
  - Luis Monje reported that Dave Garfield will not be renewing his Commissioner status upon his expiration in February 2024.
  - Robert has begun outreach to potential commissioner prospects based on recommendations from Nicole's notes, staff, and contacts Aldermanic Offices. He also prepared a blurb that will go out in the Chamber's public and business newsletters for those interested to reach out to him.
  - Matt Lederer, who was invited but unable to attend this meeting, provided his application materials to Robert, who has sent them to the City.
- Wake Up With Your Pup Recap
  - Wake Up With Your Pup received positive reception from those who made it out, but attendance was unfortunately hurt by a nasty rain forecast. Fortunately, the rain actually subsided just before the event started, so it didn't impact the event itself outside of attendance. Robert estimated an attendance of roughly 150 people and 200 dogs, out of the expected attendance of 300. Luckily, event giveaway materials left unused this year can be reused for next year's event and plenty of pictures were taken at the event to use for marketing purposes.
- Lincoln Ave Homecoming Recap
  - The Lincoln Ave Homecoming event that Alderman Waguespack requested went well, and saw increased attention to the businesses of Lincoln Ave affected by the LAB Construction. While staff was unable to determine a proper headcount due to the event spanning several blocks, several giveaway items ran out and all game locations remained

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busy throughout the event, so it is safe to estimate that attendance either met or exceeded expectation.

- Tree Lighting Ceremony
  - At the time of this meeting, The Lakeview Tree Lighting Ceremony was set to occur on November 19th from 6-7:30. Luis noted that it would be very similar to last year's event, with the inclusion of a new food option, pizza from Chicago's Pizza, and an activity area for kids to write letters to Santa. This year, Luis won't be in attendance due to a scheduling conflict, so Helen will be hosting the event in his stead. All is on track for the event to go very well.
- Menorah Lighting Ceremony
  - At the time of this meeting, The Lake Menorah Lighting Ceremony was set to occur on Thursday, December 7th, the first night of Hanukkah, from 6-7:30. As usual, Lakeview Chabad would handle the majority of planning and execution, with SSA 27 approving their proposed purchases once finalized. The Chabad was working on the budget at the time of this meeting.
- PR Contract Update
  - The PR Contract with Ripson Group was set to expire on December 31st, and would be renewable for 2024. The staff noted they were satisfied with their work in the past year, and intend to renew following a vote at December's meeting unless anyone in the commission has any qualms. Luis recommended that Ripson put together micro-sites for each event.

#### Committee & Task Force Reports

- Streetscape Committee
  - People Spot Update
    - Robert Morvay reported that shortly after the last Commission Meeting, the \$5,000 check from Village of Skokie arrived for The Wave People Spot. It and the \$2,500 for The Cafe People Spot provided by Heritage Bikes and Coffee will be allocated into the 2024 budget.
  - Holiday Decor Update
    - Robert reported that Holiday Decor had begun going up the week of this meeting and should be finished within 1-2 weeks.
    - Shortly following the last SSA meeting, Brightview reached out regarding decorative holiday plantings that they do annually for \$3,267.33, which Robert and Becca were unaware of when they were drafting the agreement with Southport Construction initially. This was able to be covered by the additional \$15,000 additional holiday decor spending approved at the October meeting.
    - Robert and Becca were able to reach out to Katie Buino at Southport Construction to provide an additional \$11,600 in Holiday Decorations, aimed at increasing our total stock of holiday decor which can be installed in future years. The additional decor, which the Streetscape Committee approved, consists of an additional 56 snowflakes to be distributed amongst the 22 trees on Lincoln Ave between Ashland and Wellington and additional snowflakes to be staked at the Southport Station Low-Line.

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- Robert noted that CDOT, Becca, and he have been working on getting Comed to set up meters for the lamp posts installed as part of the CDOT construction, which are instrumental to this year's plan. After checking in, Robert was informed that Comed would activate the meters at the end of the week prior to this meeting, but was informed by CDOT that Comed ended up dragging and the outlets are still not on. CDOT is pushing their available leverage to make sure it is done ASAP, and are aware that holiday decorations are being installed now. Southport Construction has been instructed to install as normal, and that the lights should just flick on once Comed activates the meter.
- CitiBins Update
  - Robert has been working with CitiBin since the last SSA meeting to install the four trial CitiBins in the following locations, one on each major street in the SSA district:
    - SW Southport & Addison, outside LuluLemon (3556 N Southport Ave)
    - 3356 N Lincoln, outside Starbucks
    - NW Ashland & School, in front of Target (3300 N Ashland)
    - 1240 W Belmont, outside of the strip mall with Great American Bagel, Kubo Chicago, and Ladybug Daycare
  - Robert noted that two of the bins will be placed in the Southport Sub-District identified by the Master Plan and two will be placed in the Paulina Sub-District, and they will have corresponding Vinyl Wrap designs. The designs were made by Robert in-office with guidance from the Streetscape Committee and final tweaks/approval by Luis.
  - The install date for the bins will be the week of November 20th, which is faster than Robert had initially anticipated.
  - Robert explained that he had been working with SSA 27's usual BigBelly Maintenance Contractor, Rico Enterprises, to coordinate the removal of the 4 BigBellies in the worst condition from the street and keeping the 7 in the best condition, swapping BigBelly locations if needed. Luckily most of these broken BigBelly locations coincide with the locations where CitiBins will be put in, so after removing the four BigBellies, only one will have to be moved. The BigBelly removals and move will occur between November 17-19, leaving just a 2-3 day gap where locations will be without a litter receptacle. Robert has informed the relevant Aldermen and Cleanslate to be aware of this changeover and gap period.

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- Lincoln/Belmont Furniture Update
  - Robert reported that Stanley from CDOT has provided the Final Maintenance Agreement. Notably, the email from Stanley featuring the Maintenance Agreement did not include a “sign-by” date. Luis noted that since SSA was not under any strict timeline, the commission should make sure to push back on anything we dislike about the agreement while we still can.
  - After reviewing the Agreement, Luis noted that there was a troublesome bullet-point in the section regarding Permeable Pavers which suggests that CDOT wants to put SSA on the hook for the maintenance, defined as bi-annual sweeping and replenishing aggregate materials, for these pavers, which has never been an SSA responsibility in the past. It is the intention to push back on this.
  - Additionally, Luis noted upon review that the wording under the Electrical Service seems to imply that SSA may be on the hook for the electrical meters in the lamp posts, even outside of the November-January Holiday Decor Period. Robert reached out to confirm that that is not the case as this is something we had discussed with CDOT prior to this meeting, and has not yet received an update.
  - Robert reported that his CDOT contact, Stanley, responded to the inquiry of if the new furniture can be moved to other areas throughout the district that are outside of the LAB Construction area on Lincoln from Belmont to Wellington. Stanley responded that while this is possible, it would have to wait through post-construction audit processes and the new locations would require approval from CDOT. Meaning, if we want to move the pieces outside of the LAB area, they’re locked to where they are for “around a year”.
  - Robert has prepared a spreadsheet which breaks down the cost of plantings in the newly installed planters and hanging baskets in comparison to our planned 2024 landscaping agreement costs. These cost estimates are from Brightview, so they are subject to change due to the forthcoming Landscaping RFP process which will be discussed shortly. Robert noted that CDOT did remove 26 tall concrete planters to make room for the 56 new, small ones which will help balance costs as the tall planters were over double the size of the new materials, but he was unable to learn what the cost of maintaining each of these planters was from Brightview by the time of this meeting to determine exactly how much.
  - With all of this in mind, Robert reminded the commission that CDOT has given the option to remove any pieces of newly-installed Streetscape furniture that we feel we cannot adequately maintain. Discussing this before the meeting, Luis and Helen agreed that we could take on this expense if required. That being said, Robert provided the cost if the commission were to request if  $\frac{1}{3}$  of the materials be removed, for reference purposes, if the commission would still like to consider that option. There was no strong pull to remove any of the furniture at this time.

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- Landscaping RFP
  - The current agreement with Brightview for Landscaping services expires on December 31st. With that in mind, Robert prepared an RFP with submissions due roughly one month out from the November SSA Commission date. It is more or less exactly the same as the RFP last sent out by Nicole in 2021 for 2022-2023 service, but with the number of Curbies added and large concrete/wooden planters removed as part of the LAB construction updated to match current numbers. There is a note regarding the Concrete Planters and Hanging Baskets installed as part of the LAB Construction, noting that these are on the street but shouldn't be included in the main proposal, instead requesting an addendum alongside the proposal with a cost estimate for their care.
  - Robert asked for a motion to approve the Landscaping RFP.

**Motion by Dave Garfield to approve the Landscaping RFP as presented, and was seconded by Mike Schuba. All approve. Motion carried.**

- Public Art Committee
  - Concrete Benches
    - Robert reported that there has been no update from CDOT regarding the question of whether CDOT or the SSA own the 34 pre-existing relocated Concrete Benches. He has been told that, as of last week, they are actively attempting to gather that info and will let us know as soon as possible.
    - He noted that he realized that if it is determined that SSA has ownership of the concrete benches and can paint them with a Public-Way Use Permit, as CDOT informed SSA leadership and as was reported on last month, that means that the project would change from a one-time art expense to a recurring permit expense *per bench*. With an annual public-way permit renewal costing \$400 at this point, that would make annual renewals for the benches \$13,600. He noted that the prospect of this cost may kill this project outright.
    - Robert asked Stan from CDOT if it'd be possible to include freedom to enact aesthetic changes to the concrete benches as a bullet on an updated version of the maintenance agreement, and had not yet received an answer by the time of this meeting.
  - Mural Call for Artists Update
    - Robert reported that the Call for Artists received no more tweaks from the Public Art Committee, and began distribution on November 2nd. Robert compiled a list of 79 artists using recommendations from other SSA Program Managers and emailed the Call to these artists directly, and the Call for Artists is being distributed publicly via Social Media and both the chamber's public newsletter and business bulletin. Robert has already received very enthusiastic responses from over a many of the contacted artists, and even a few submissions already.

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### Treasurer's Report

- Budget Modifications Update
  - Following the additional expenses approved for the budget at October's meeting, Robert and Becca stated that they will prepare a budget modification for the December meeting.

### Partner Board Report

- Becca Girsch reported that the Lakeview Roscoe Village Chamber and Friends of Lakeview are in budget season, and that in October, a finance committee meeting reviewed a preliminary draft budget. A budget overview for the SSA will be held at the December meeting.
- Becca further reported that the Eventzy Holiday Passport will be kicking off soon with over 30 businesses engaged so far, and will run through the holidays.

### Staff Report

- Alyssa Lombardo reported that the Holiday Stroll/Cocktail Crawl will occur on December 1st, and the SSA will be providing free photos with Santa and an SSA banner. Carolers will be provided for the Crawl, and Alyssa is looking at an additional weekend performance by the carolers on Black Friday Weekend. Luis recommended seeking out additional instrumentalists for additional weekends in December.
- Becca reported that the Trick or Treat event was very successful, and utilized a photo backdrop and Disney princess actors from the SSA

### New Business

- Robert asked the commission if they were comfortable with the same timeframe for 2024 meetings as existed in 2023, the second Thursday of each month at 8:30 am, and there were no complaints about this time frame. Robert will present the slate of 2024 Commission Meeting Dates at the December meeting.
- Luis asked about next steps for the Master Plan for SSA 27, and Becca replied that the Central Savings Mural and Alleries are planned as SSA 27's 2024 Master Plan goals.

### Announcements

There were no announcements.

### Adjourn

**Kaitlyn Hurley motioned to adjourn the meeting, and was seconded by Chuck Stewart. All approved. Motion carried. Meeting adjourned at 9:32 AM.**

### **Motion by Kaitlyn and Second by Chuck**

Next Regular Meeting Date: December 14, 2023 at 8:30 AM

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## Lakeview SSA 27

Commission Meeting Minutes

December 14, 2023, 8:30 AM

Sheil Park, 3505 N Southport Ave Fl 2 Rm E, Chicago, IL 60657

Attendance: Kaitlyn Hurley, Chuck Stewart, Helen Bailey

Staff: Becca Girsch, Robert Morvay, Alyssa Lombardo, Erik Carlson, Julie Star

Attending Virtually (Non-Eligible for Voting): Luis Monje

### Call to Order

Robert Morvay called the meeting to order at 8:33 AM.

### Reading of Mission Statement

Robert Morvay read the mission statement.

### Public Comment

There was no public comment.

### Committee & Task Force Reports

- Streetscape Committee
  - Holiday Decor Update
    - Robert reported that Holiday Decor was finished being put up shortly after last month's meeting. Unfortunately, two weeks prior to this meeting, the City of Chicago Division of Electrical Operations sent Robert an email which informed him that some of the Holiday Decor along Lincoln Ave is in violation of safety regulations and will need to be taken down, namely decorations on the small trees and extension cords running over the public way. Since it came from a high up department, there was no fighting it. Robert was able to have Southport Construction move the offending decor elsewhere, taking the additional LED snowflakes and turning them into additional decor at Southport and Paulina Plaza as well as moving the additional Christmas lights to poles on Belmont.
    - Robert worked with The Chabad of East Lakeview and the CTA to add an additional, free decoration to our Southport Plaza decor in the form of a large 8ft Menorah which would remain until the end of Hanukkah.

*Helen Bailey joined the meeting at 8:38 AM.*

- CitiBins Update
  - The CitiBins went in at the locations mentioned at previous meetings, one on each major street in the SSA, the week of November 20th. Robert provided some photos of the Southport CitiBin, and noted that he thought everything went wonderfully.
- Landscaping Proposal Review
  - Robert reported that we received 4 Landscaping Proposals from the following contractors: Brightview Landscapes, Cristy Webber Landscaping, Moore

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Landscapes, and One & Done Services. After comparing proposals and costs, the Commission decided to throw out Cristy Webber and One & Done Services, and more heavily consider Brightview and Moore-Yellowstone Landscapes. Citing their lower costs, Robert noted he was leaning toward Moore-Yellowstone, and opened the floor to conversation.

- Chuck Stewart stated that we could go back to Brightview and tell them we've received a proposal that is a fair chunk lower than them and are highly considering it, and see if they're willing to come down. Luis and Becca agreed, and noted that SSA 27 has had no issues with Brightview in the past, and think they'd be willing to come down. Robert confirmed he will request an updated proposal from Brightview.
- CDOT Maintenance Agreement
  - Robert's contact from CDOT, Stan, has responded to our inquiries regarding potential issues with Permeable Pavers and Electrical Service, and he reported on the findings.
    - Permeable Pavers: Stan responded that the SSA has historically monitored and maintained permeable pavers. I will note that the agreement does not require any maintenance should we choose not provide it, it is merely a recommendation. He said he can address any specific concerns under this section, but Robert mentioned he didn't think this is a battle worth fighting for a recommendation.
    - Electrical Service: Stan said that the SSA are the only account holders for electric power used at the poles, and that accessing the outlets is a very specific process. We should not be charged for any point in time that we are not using the power from the lights because we're the only people with access. Robert mentioned it doesn't seem like this is something we can change
  - Robert asked the Commission if anyone felt strongly about removing any planters, and shared landscaping projected costs if removals were to be made. No member of the commission felt strongly about removing any planters, and Kaitlyn Hurley mentioned that she liked the way they look.
  - Luis suggested that Robert see if CDOT would be willing to add to the agreement a note that says that the SSA has a right to remove any amount of these planters at any point down the line if they should feel that their maintenance cost becomes too excessive. Robert confirmed that he would do so.
  - Robert noted he wanted a decision made on the Maintenance Agreement in January, or February at the absolute latest.
- Leftover Concrete Benches at Lincoln/Barry
  - At the onset of the construction, CDOT moved 7 Concrete Benches to the corner of Lincoln & Barry behind Home Carpet One, 6 medium sized and 1 small sized. The 1 small sized bench was part of the plan to be moved but for some reason was left out, so CDOT intends to move it to a different space within the construction area. The remaining 6 medium benches were always planned to be disposed of from the outset, and provided SSA 27 some options. Either CDOT can dispose of them or SSA 27 can relocate them anywhere to our own expense

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(including permitting going forward). Luis informed the commission that the last time we moved one of these benches, it was only \$300 to do so. A recommended location for these benches would be north of Lincoln. After some discussion, it was confirmed that Robert would let CDOT know we intend to keep the benches and move them ourselves. Luis recommended Paulina Meat Market as a potential location.

- Security Rebate Applications
  - Robert noted that he received two applications for Security Rebates. One of the applications, from Art + Sol at 1710 W Belmont, is for the install of a new Security Camera system and Shatter-Resistant Window Film for a total of \$9,321.15, constituting a \$500 rebate, if approved. The other application, from Southport FUNDamentals at 3827 N Southport is for a Security Camera System with expenses totaling \$419.97, constituting a \$209.99 rebate, if approved. After reviewing both submissions Robert confirmed that all projects meet eligibility criteria and will fully recommend both for approval.

**Kaitlyn Hurley motioned to approve the Security Rebate Applications for Art + Soul and Southport FUNDamentals as presented, and was seconded by Kaitlyn Hurley. All approved. Motion carried.**

- Public Art Committee
  - Mural Call for Artists Update Robert noted that the Call for Artists closes next Friday, December 22nd and is currently at 25 responses, and that Alyssa and he are running final reminder direct emails and social media posts. Robert anticipated that the bulk of submissions will occur in the final week, so there will be a lot of variety to look through.

Reading and Approval of Minutes

**Motion by Kaitlyn Hurley to approve the SSA 27 Commission meeting minutes from November 9, 2023, and was seconded by Chuck Stewart. All approved. Motion carried.**

President's Report

- Approval of 2024 Commission Meeting Schedule
  - Robert drafted the 2024 Commission meeting schedule for approval, as is required by the City at December SSA meetings. As mentioned at the last meeting, the meetings will continue to be held at 8:30am on the second Thursday of each month at Sheil Park 2nd Floor Room E.

**Helen Bailey motioned to approve the 2024 Commission Meeting Schedule as presented, and was seconded by Chuck Steart. All approved. Motion carried.**

- Commission Roster Update
  - The applications for Helen Bailey, Mike Schuba, and Matt Lederer are still currently processing. Additionally, Robert found one interested individual, a resident named Carri Johnson who lives on the north side of Southport. She works with Friends of Blaine and

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Robert thought she's an excellent candidate. While she hasn't committed fully, she's interested in attending the January meeting.

- Tree Lighting Ceremony Recap
  - Robert reported that The Tree Lighting Ceremony went wonderfully, with an estimated 20-25% increase in attendance. The new addition of pizza from Chicago's Pizza, juice from Left Coast, and the Letters to Santa station were a huge hit that kept attendees active and present through the event's conclusion. Alderman Waguespack and Cook County Commissioner Bridget Degnen were in attendance, although only Bridget spoke due to the Alderman being late due to an emergency; both were ecstatic with the turnout. Robert noted that he is confident that the few, minor issues that arose during the event can be smoothed out for next year's event.
- Menorah Lighting Ceremony Recap
  - Robert reported that the Menorah Lighting ceremony on December 7th went great. Robert estimated somewhere between 50-75 attendees. Alderman Waguespack, Congressman Qugiley, and Robert attended and spoke at the event.
- Live Ice Sculpting Update
  - The Live Ice Sculpting event will take place Saturday, January 27th 2-4pm and Sunday, January 28th 12-2pm. We've received commitments from our usual ice sculpting partner, Nate's Ice, and Cafe Tola for food. Robert noted that Ripson was in the process of scheduling Nate's Ice with an early-morning televised ice sculpting to promote the event on January 27th. Kaitlyn suggests renting portable fireplaces and roasting smores, and Becca mentioned that she thought that would require a street closure.
- Ripson and Cleanslate 2024 Contract Renewals
  - As discussed at last month's meeting, Ripson Group's PR contract was up for renewal, constituting a 10% fee increase in 2024. Becca and Robert had a holiday lunch with them where they discussed increased focus on trackable deliverables going forward. As has been mentioned, they intend to put out a full RFP for PR Services for 2025 next year.

Cleanslate had also sent their contract for Renewal for 2024 Litter Abatement services, constituting a 4% increase in cost.

**Kaitlyn Hurley motioned to approve the 2024 Renewal Contracts for Ripson Group for PR and Cleanslate for Litter Abatement Services. Second by Helen Bailey. All approved. Motion carried.**

- Holiday Performances
  - Robert and Alyssa, at the request of the SSA Commission at previous meetings, hired musical artists from the Porchfest roster to perform holiday music at the Southport Station during lunchtime hours on the 3 weekends leading up to Christmas, December 9th, 16th, and 23rd.

#### Treasurer's Report

- 2023 Budget Modifications
  - Robert and Becca have completed their budget modifications, and have provided them for the commission to review.

#### **SSA 27 Mission Statement**

*Our mission is to support a resilient local economy and high quality of life for the benefit of businesses and residents in Chicago's West Lakeview community through neighborhood promotion, business development, advocacy, and public space enhancements. We are a partnership between the Lakeview Roscoe Village Chamber, SSA 27 and Friends of Lakeview, and we support each other to advance our common mission.*



**Helen Bailey motioned to approve the 2023 Budget Modifications as presented, and was seconded by Kaitlyn Hurley. All approved. Motion carried**

#### Partner Board Report

- Becca Girsch reported that the FoL budget will be finalized on December 15th for SSA review in January.
- Becca reported that Alyssa, Stephanie Biedermen, and she met with Aura Candle to create a “Lakeview” scented candle to use as a Friends of Lakeview fundraiser.
- The Lakeview Roscoe Village Chamber of Commerce received approval from the city to do a Makers Market in March, and there were already two interested landlords on Lincoln Ave. Erik noted that this was based on an SSA idea, and this can be used as a trial run for the SSA to look at and potentially see as a viable spend.
- Becca reported that the office will close early December 22nd and remain closed through January 1st.

#### Staff Report

- Erik Carlson reported that Tuesday the 19th, the Chamber would host the Holiday Jingle and Mingle from 5:30 PM-7 PM, and encouraged SSA attendance.
- Erik reported that the Holiday Passport was on track with last year’s participation from both players and businesses. Erik noted that the program will be reviewed in 2024 as 2023’s revenue has been lower than usual.
- Alyssa Lombardo reported that the Community Event Grant would be distributed soon, and requests recommendations for any organizations to contact.
- Julie Star reported that Winter Wellness was coming up in February, and will feature a mental health related movie screening at Lane Tech.
- Erik Carlson reported that the Chamber will do an annual volunteer day on Monday, December 18th at Common Pantry from 8:30 AM-12 PM.

#### New Business

#### Announcements

There were no announcements.

#### Adjourn

**Helen Bailey motioned to adjourn the meeting at 9:27 AM, and was seconded by Chuck Stewart. All approved. Motion carried.**

Next Regular Meeting Date: January 11 at 8:30 AM at Sheil Park, 3505 N Southport Ave Fl 2 Rm E, Chicago, IL 60657

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