



SSA #18 COMMISSION MINUTES – April 29, 2020

Approved May 20, 2020

Video Conference

1. Call to Order & Roll Call

Commissioner Jim Ludwig called the meeting to order at 9:05 am and the following Commissioners were in attendance: Jim Ludwig, Kearby Kaiser, Tim Klump, Mike Raffety, and Cindy Rudman. Commissioners awaiting city approval Elizabeth Fuld. Not in attendance Dave Gassman.

Also in attendance: SSA Auditor Joy Coombes from Eilts & Associates, Northalsted Business Alliance President Ramesh Ariyanayakam, Treasurer Lake Alen, Executive Director Kevin Richards and Director of Operations Eric Santiago.

Public attendance: Leo from City Bureau.

2. 2019 SSA Audit

Joy Coombes presented the 2019 SSA Audit. She reported that there was a carry over of \$45K from 2019 to 2020. The audit was found to be compliant with city regulations as we did not overspend in any of our budget categories. Joy recommended that we firm up our internal accounting and bookkeeping procedures in the future, she will provide instructions on how this can be completed to the staff.

Kearby asked about the impact of the Bank of America fraud. Joy reported that we did work with the city on this issue and that the missing funds were returned.

Mike asked how the SSA should be responding to COVID-19. Joy stated that the March property tax payments were due to the city before the statewide stay at home order so the majority of those payments should have been collected, however there is a risk the future payments could be lower.

Kearby asks if we are creating our appropriately and Joy states that our method of placing funds in each category is the preferred method from the city.

MOTION by Mike Raffety

SECONDED by Tim Klump

To approve the 2019 Audit as presented.

MOTION CARRIED.

3. Approval of the February 5, 2020 Meeting Minutes

MOVED by Mike Raffety

SECONDED by Tim Klump

to approve the minutes from the February 5th Commission Meeting.

MOTION CARRIED.

4. SSA Program Update

Eric presented cost saving measures enacted for the 2020 calendar year in light of the COVID-19 induced economic crisis including:

- \$8,000 savings on spring landscaping services provided by BrightView
- \$3,100 on street cleanings services provided by Cleanstreet
- \$5,000 on power washing services provided by Pressure Washing Systems
- This is on top of savings of \$20,000 in allocations for two events that will not happen in 2020.

Lake presented the NBA's ideas on shifting budgetary priorities for 2020 in light of the fact that there was previously \$65,000 budgeted by the SSA for festivals that might not be spent due to cancellations. Proposals were suggested to shift more monies into bike transit enhancements, office rent, SSA bank account fees and storage space fees.

SSA Commissioners replied that more discussion was needed around changing 2020 budget items. Some commissioners expressed that projects should be made a priority that have a visible impact on the street. Discussions ensued regarding what the priorities should be for the remainder of the year. Discussion points included helping SSA #18 businesses through new programs as well as making sure that programs remained in place for beautification.

Eric reported that the custom bike racks are expected to be delivered in early May and that we are coordinating the details for installation with the Chicago Department of Transportation.

Discussion on the Broadway/Clarendon triangle and the potential shifting of priorities and spending in response to COVID-19. The commissioners expressed their continued support for the project and welcomed continued discussions with the board on devising a plan for the project while continuing to work with the design firm Teska Associates.

Two new rebate programs: one for health and sanitation and the other for digital marketing were shared. These programs were recently created by the Lakeview Chamber of Commerce to provide businesses additional assistance during COVID-19. The Health & Sanitation Rebate Program would reimburse SSA businesses up to \$500 for expenses related to instituting new health and sanitation guidelines. The Digital Marketing Rebate Program would reimburse businesses for consultancy fees or boosting ad rates on social media. The Commission discussed the merits of both programs and asked for more information on how the rebates would be administered and the application process. Eric will develop guidelines for similar Northalsted programs to be reviewed by the commission.

5. Northalsted Business Alliance Update

Ramesh reported that since the Illinois stay at home order was put in place that the Northalsted Board of Directors has held weekly meetings to best plan for the future of the organization during these uncertain times. Ramesh suggests that the commission also hold additional meetings during this time period to best make possible adjustments in response to COVID-19. Eric reminded the commissioners that the 2020 budget was created in July 2019 planning for a very different set of circumstances now in 2020.

The commissioners agreed to hold new meetings in May and June. The previously planned July 8th meeting will continue as scheduled for the 2021 budget approval process. Eric will review the calendar and send out invitations for these new meetings to occur on Wednesday mornings at 9:00 AM.

6. Public Comment

No public comment.

7. Adjournment

There being no further business,

**It was MOVED by Kearby Kaiser
and SECONDED Mike Raffety
to adjourn the meeting at 10:50 am.
MOTION CARRIED.**

Next meeting will be held in May, date to be announced.