



**Greater Ravenswood-SSA #31
Commissioner Meeting Minutes
Thursday, August 31, 2017 at 2:30 p.m.
1770 West Berteau Ave, Suite 207**

Meeting called to order at 2:35 p.m.

- 1) Welcome commissioners Barbara Bolsen, Paul Kartcheske, and Nick Yassan; GRCC staff Megan Bunimovich (via phone) and Michael Sewall; and guest Tim Gibbons.
- 2) Public comment: Tim Gibbons, the owner of The Service Innovators (TSI), introduced himself to SSA commissioners and described his business and the services they provide.
- 3) Review meeting minutes and financials (motion). **Motion to approve June 29, 2017 meeting minutes and financials made by Barb, seconded by Nick. Motion carried.**
- 4) Old Business:
 - a. **Snow removal vendor selection (motion):** There were three proposals submitted for the 2017-18 snow removal service. Cleanstreet and TSI submitted bids for both sidewalk snow removal and Ravenswood corridor snow removal, and Patch Landscaping submitted a bid only for Ravenswood corridor snow removal. Barbara asked Tim why the 4700 block of the Ravenswood corridor wasn't plowed over the past winter, and what would happen if that were to happen again. Megan said complaints were logged and relayed to TSI. Tim said he had frequent communication over the winter. Barbara said she didn't think it made sense to consider Patch because it could only provide one of the services. Nick suggested reviewing whether to include the sidewalk snow removal service in future RFPs. Michael outlined the differences in the proposals between Cleanstreet and TSI. TSI proposed two options, one that would cover all occurrences until meeting a 45" cap, and another with no cap. Cleanstreet proposed a by-occurrence rate up to a seasonal cap of 10 occurrences. The prices for TSI's 45" cap and Cleanstreet's seasonal cap were comparable. Tim said there's an average of 12 occurrences per year, and the average amount of snowfall is 37 inches annually. Nick said he wanted to know what the protocol would be for handling issues, such as service not being completed. Megan outlined the differences working with TSI and Cleanstreet, which have both provided services to SSA #31 in the past. Megan asked what the anticipated

snowfall is this year, and Tim said it should be a more average winter than the past two winters, which were mild. Megan asked if there could be a clause added to the contract to help resolve issues when services aren't provided or aren't adequate. Tim said he would need to re-work the proposal to account for this recommendation. The commissioners said they didn't feel like they had enough information to select a vendor and suggested tabling the vote and scheduling a meeting the following week. **Motion to table the vote made by Nick, seconded by Paul. Motion carried.**

- b. **Holiday décor vendor selection (motion):** There were proposals from two companies for the holiday decoration installation service for 2017-18: BrightView Landscaping submitted proposals with two options, and Patch Landscaping submitted three options. Michael reminded commissioners that the SSA is seeking to reduce its expenses for this budget category to about \$15,000 to provide sufficient carryover for 2018. There was one proposal from BrightView and two from Patch that came in under or near the budget. The commissioners said they preferred to maintain Patch as the vendor, selecting a proposal to have the same decorations as last year except on every other street pole. **Motion to select Patch Landscaping made by Barb, seconded by Nick. Motion carried.**
 - c. **Lawrence Avenue medians (motion):** Michael brought a new proposal to the commissioners regarding landscaping on the Lawrence Avenue medians. The commissioner previously approved up to \$7,000 for planting sumac on four of the eight medians, however additional expenses since then meant there wasn't enough room in the Landscaping budget to do that. Michael said the commissioners could vote to move money to that line item, or they could approve a new proposal to test the sumac over the winter on only one median, and then planting sumac on the remaining medians next spring. The cost for the test median is \$2,498.88. **Motion to approve test median proposal made by Nick, seconded by Barb. Motion carried.**
- 5) New Business:
- a. Landscaping RFP review: Michael asked commissioners if they had any feedback about the current landscaping service provided and if there was anything they would like included in the RFP for 2018 service. Nick said he would like to see a map or schedule of the proposed service.
 - b. Litter Abatement RFP review: Michael asked commissioners if they had any feedback about the current litter service provided and if there was anything they would like included in the RFP for 2018 service. There were no comments.
 - c. Program Coordinator update: Michael updated commissioners on other plans and programs the SSA has.
 - i. GRCC applied for a Local Technical Assistance grant from the Chicago Metropolitan Agency for Planning for a Lawrence Avenue corridor plan, and should be notified by October 12 as to whether the grant is awarded.
 - ii. Michael asked commissioners to recommend potential businesses for the façade rebate program. There was \$15,000 budgeted in the program, but through August only \$6,636 was committed.
 - iii. Michael said there are six Ravenswood-branded bike racks remaining that the SSA would like to install in 2017, and asked commissioners for

recommendations. He also said the SSA is working with local breweries to install Malt Row branded bike corrals in place of one parking spot.

- iv. Michael said the plans for the Ravenswood Towers project is moving along, but there are issues with electricity connections. He also said that the SSA submitted all materials necessary for reconstitution but has yet to hear any comments from the Department of Planning & Development.
- d. Next Meeting: The next SSA Commission meeting will be Wednesday, Sept. 6 to vote on the snow removal vendor. The final SSA meeting of the year is Thursday, Oct. 19 to select landscaping, litter abatement, and public relations vendors.

Meeting adjourned at 4:11 p.m.