



**Greater Ravenswood-SSA #31
Commissioner Meeting Minutes
Thursday, June 8, 2017 at 2:00 p.m.
1770 West Berteau Ave, Suite 207**

Meeting called to order at 2:09 p.m.

- 1) Welcome commissioners Barbara Bolsen, Paul Kartcheske, and Nick Yassan; GRCC staff Megan Bunimovich and Michael Sewall; and guest David Gassman.
- 2) Review financials and meeting minutes (motion). **Motion to approve financials made by Barb, seconded by Nick. Motion carried. Motion to approve April 27, 2017 meeting minutes made by Barb, seconded by Nick. Motion carried.**
- 3) Old Business:
 - a. **2017 budget discussion:** Megan told the Commission that the SSA had almost no carryover from 2016 to 2017, despite budgeting for about \$98,000. This will impact services provided in 2017 to help balance the budget and provide enough carryover for Q1 of 2018. GRCC staff is reviewing areas to reduce spending, including public art, power washing sidewalks, and bike racks. Barb asked how the carryover works, and Megan explained that because the tax levy collection isn't disbursed to the SSA until March, the SSA must carry over enough money to pay for services in Q1, such as snow removal and holiday decorations.
 - b. **Vendor review:** Megan asked the Commission to provide feedback about the current vendors while keeping in mind the goal of reduced spending. For holiday decorations, the Commission would like to see multiple bid scenarios, such as decorating every other street pole or decorating them with a lower-cost material. The SSA is likely to skip power washing service this year, because according to the SSA needs assessment survey, it was determined to be the least important service. The businesses that get most value out of the service are located near the CTA stations, and the SSA is budgeting for that service in 2018. The Commission discussed snow removal and the challenge to continue service on Ravenswood during the Metra construction. Snow plowing has been a challenge because of the coordinated effort of plowing parking spaces and sidewalks in such a large service area. The Commission asked if the SSA would be able to purchase its own equipment and store it, but Megan said that would be difficult with the SSA's budget and storage constraints.

- c. **Bylaws Update (motion):** GRCC staff updated the SSA bylaws to conform to a City of Chicago template. The major changes included adding a section on the tax rate levy and a section for public comment rules during Commission meetings. The updated bylaws also reduced the maximum number of Commissioners allowed from 13 to nine, because currently only five spots were filled. Megan said several potential SSA Commissioners have been identified and staff is beginning outreach, but asked current Commissioners to help identifying anyone else. **Motion to approve updated bylaws made by Barb, seconded by Paul. Motion carried.**

- d. **2018 Draft Budget (motion):** Megan walked through the draft budget with the Commission. The proposed budget is \$513,018, with a levy of \$414,507. That puts the SSA at its tax rate cap of 0.320%, however that is using the 2016 EAV. We anticipate the 2017 EAV to increase, which could reduce the levy rate required to generate the levy. Megan outlined which line items were increasing or decreasing compared to the executed 2017 budget. The landscaping budget increased slightly because there are projects on Lawrence Avenue that the SSA is interested in doing with the bioswales and pedestrian medians. The largest proposed change was the reduction in SSA designation costs, because the reconstitution process will be over. There were additional costs budgeted for an economic impact study and possible Ravenswood Corridor master plan. Three motions were made:
 - i. **Motion to approve 2018 draft budget made by Barb, seconded by Nick. Motion carried.**
 - ii. **Motion to approve the Greater Ravenswood Chamber of Commerce as the Sole Service Provider for SSA #31 made by Paul, seconded by Barb. Motion carried.**
 - iii. **Motion to approve the 2018 draft cost allocation plan made by Nick, seconded by Barb. Motion carried.**

- e. **Commissioner Applications:** Megan said the Commissioners should identify potential additions to the Commission. She said that ideally, the Commission would have a representative from each corridor in the SSA.

- f. **Next Meeting:** The next SSA Commission meeting will be Thursday, June 29 to review the city's recommended changes to the budget.

Meeting adjourned at 2:53 p.m.