



**Greater Ravenswood-SSA #31
Commissioner Meeting Minutes
Thursday, October 19, 2017 at 2:00 p.m.
1770 West Berteau Ave, Suite 207**

Meeting called to order at 2:01 p.m.

- 1) Welcome commissioners Barbara Bolsen and Nick Yassan; proposed commissioners Melaina Prest and Kathy Rojina; GRCC staff Megan Bunimovich and Michael Sewall; and guests Mark Henning, Tim Gibbons, Rick Craig, Brady Gott, James Juliano, Jill Evans, Lisa Dell, Elizabeth Neukirch, Jennifer Lake, and Stephanie Poquette.
- 2) Public comment: There was no public comment.
- 3) Review meeting minutes and financials (motion). Michael said the SSA is on target to have the correct amount of carryover for 2018. **Motion to approve minutes made by Barb, second by Nick. Motion carried.**
- 4) Old business
 - a. **Public relations vendor selection (motion):** Megan said there were four bids submitted for 2018 PR services and reviewed the bids and what their proposed budgets were. The PR firms presented on their experience and background each and answered questions from the commissioners. Barb asked about social media influencers. Nick asked about what metrics and used and how the firms track success. Megan asked about ideas the firms had for neighborhood stories. Michael said that the budget for PR in 2018 is higher than the RFP amount to allow for special PR-related events. Michael talked about what the references said. Commissioners discussed the strengths of each proposal. **Motion to approve Zapwater Communications as the 2018 public relations vendor made by Barb, second by Nick. Motion carried.**
 - b. **Litter abatement vendor selection (motion):** Megan said there were three bids submitted for 2018 litter abatement services. Brady Gott from Cleanslate presented about his company and the services. The commissioners asked him questions about the budget and scope of services. Nick said he sees the current vendor, Cleanstreet, the entire time. Michael said they've been very responsive. **Motion to approve Cleanstreet as the 2018 litter abatement vendor made by Barb, second by Nick. Motion carried.**

- c. **Landscaping vendor selection (motion):** There were six bids for landscaping services. Two companies in attendance presented about their experience: Brightview and TSI. Barb asked about the weed trees in the Ravenswood corridor and whether they would be removed. Nick said he wanted to know what the vendors' schedule of service would be and what the SSA could do if there were complaints. Michael said the budget for landscaping is \$80,000 in 2018, which would not include any out-of-scope projects. Two projects included Lawrence Avenue medians and Clark Street flower planters. The commissioners said they wanted more time to decide the budget implications of these projects and further review the applications. **Motion to table vote made by Nick, second by Barb. Motion carried.**

- d. **2018 meeting schedule (motion):** Michael presented the proposed 2018 meeting schedule, which must be posted to the GRCC website by January 1. There are quarterly meetings as well as extra meetings in June and July for the budget. Michael said the July meeting date could change depending on the city's submission deadlines. Michael asked if the 2 p.m. meeting time worked well for commissioners and they said it did. **Motion to approve 2018 meeting schedule made by Nick, second by Barb. Motion carried.**

5) New business

- a. **2017 Needs Assessment survey:** Michael updated commissioners that the needs assessment survey is being drafted. He asked commissioners if there were any specific questions they wanted asked.

- b. **Program Coordinator update:** Michael gave his program coordinator update. The SSA has a public hearing for reconstitution scheduled for November 2 and Michael asked commissioners to attend. The SSA had to send a mass mailing to notify taxpayers of the meeting. Michael said the SSA did not receive a grant from the Chicago Metropolitan Agency for Planning to study the Lawrence Avenue corridor, but the chamber is working with the city on a Ravenswood Corridor plan. Michael is recruiting new commissioners and introduced Melaina Prest of Candea Development and Kathy Rojina of Hayes Properties as two proposed commissioners.

Meeting adjourned at 3:45 p.m.