

**Albany Park & Irving Park Special Service Area #60**  
**Wednesday, June 4, 2014**  
**5:00 PM**

**North River Commission Office**  
**3403 W. Lawrence Ave Ste. 201**  
**Chicago, IL 60625**

**SSA Commission Meeting Minutes**

**SSA Commissioners Present:** Saima Causevic, Stephanie Fishel, Jim Karagianis, Frank Kern, Andrew Levin, David Maletin, Mir Naghavi, and John Tunnell

**SSA Commissioners Absent:** Angela Bowman

**North River Commission Staff Present:** Carla Agostinelli, Duka Dabovic, Perry Gunn

**Other Attendees:** Jaime Andrade, 40<sup>th</sup> District State Representative; Shelby Bremer of State Rep. Jamie Andrade's Office ; Rey Colon, Alderman 35<sup>th</sup> Ward; Ryan Cowdan, Aldermanic Assistant 33<sup>rd</sup> Ward; Tom Guagliardo (Tano's Pizzeria); Justin Paulissian, Albany Park Resident; Annisa Wanat, Albany Park Resident, John Friedmann, NRC Board

**1. Call to Order:**

SSA Commission Chair Andrew Levin called the meeting to order at 5:10 pm and asked attendees to introduce themselves. An announcement was made of Saima Causevic being appointed as a SSA Commissioner.

**2. Approval of Minutes:** Minutes from the SSA Commissioners Meeting held on May 7<sup>th</sup>, 2014, were reviewed. David Maletin made the motion to approve the minutes; Jim Karagianes seconded. Minutes were approved unanimously.

**3. Financials:** After review, the Commission requested changes be made to the monthly financials, and asked for them to be submitted with the following changes in the future:

- The Commission requested that a total of monthly transactions be made on the
- Breakdown of checks cut to NRC
- Interest Payment Name (Changed)

Frank Kern made the motion to approve the financials, pending the requested changes; John Tunnell seconded. Vote of approval was unanimous.

**4. Review and Approval of 2014 Budget:** Andrew explained that there was a new budget format provided by the City which would be due by Week of July 7<sup>th</sup>. (Final budget draft)

NRC presented a budget which they recommend to the SSA Commission. Some items were combined due to the City's new format. The biggest change NRC recommended was to have a separate line item for a Security Grate Removal grant (as part of the Façade Improvement Program). A discussion was had on the process of budget creation and it was established that the commission create a wish-list of services, the service provider researches and puts together a bid of services for the Commission.

A discussion was had on the following allocations for services that were approved to be submitted to the City as a part of the 2015 Budget Draft.

Website	\$2,400
Banners	\$15,000
PR/Media Relations	\$14,000
Data Collection	\$2,000
Landscaping*	\$0
Façade Enhancement Program	\$45,601
Streetscape Elements*	\$15,510
Sidewalk Maintenance	\$160,000
Awning Program	\$35,035
Signage Removal Program	\$24,132
Graffiti Removal	\$15,000
Sidewalk Power Washing	\$30,000
Bicycle Transit Enhancements (bike racks)	\$6,000
Economic Impact Study	\$1,000
Security Patrol Services	\$77,385

*\*Streetscape elements and Landscaping: repair planter boxes on Irving Park Road and coordinate with local civic organizations to help maintain them*

**Vote:** The Commission requested that NRC does not start an RFP process or go into contract with a vendor for more than \$1,000 without the Commission's approval. Andrew Levin made the motion; Jimmy Karagianis seconded. The motion was approved unanimously.

**5. Old/New Business:** Andrew recapped the discussion of roles and responsibilities of NRC as the SSA Service Provider and the SSA Commission which took part throughout the meeting. The commission also discussed the possibility of branding the SSA, but unanimously decided that the topic should be reserved for a special community meeting in the future. Andrew Levin also asked Duka to reach out to other SSAs to gather information on their successes and shortcomings with cleaning, snow removal, and security companies.

**6. Adjournment:** Frank Kern made a motion to adjourn at 6:27, Stephanie Fishel seconded. The motion was passed unanimously.