



## SSA Meeting Minutes: May 13, 2020

### ATTENDEES

**SSA Commissioners Present:** Mark Aistrope, Saima Causevic, Stephanie Fishel, Kareeshma Ali, Andrew Levin

**NRC Staff Present:** Thomas Applegate, Alexa Schutz

**SSA Commissioners Absent:** David Maletin

**Guests/Public:** Carol Maher

The meeting of the Commissioners of the Albany Park & Irving Park Special Service Area #60 was called to order at 5:33 pm by Chair, Mark Aistrope. **Quorum achieved.**

- Notice: The meeting was convened and conducted consistent with Illinois Governor J.B. Pritzker's March 16, 2020 Executive Order 2020-07, which suspends the requirement for in-person attendance under the Open Meetings Act. The Executive Order allows for attendance by voice call or video call.

### **Review & Approval of April Minutes**

Aistrope presented the April 8, 2020 meeting minutes for review. Aistrope asked for any revisions and approval. Saima Causevic moved for approval, Stephanie Fishel seconded the motion. Aistrope called for a voice vote. Minutes were approved as presented, with Andrew Levin abstaining.

### **Review & Approval of April Financials**

SSA Manager Alexa Schutz presented the financial reports for April 2020 and January through April 2020 Year-To-Date reports. Schutz detailed the financial performance of SSA60 consistent with the plan established in February 2020. Schutz stated that revenues are slightly ahead of budget, but she is paying close attention to the possible impacts of the COVID-19 pandemic. Schutz highlighted the project completion at Dukan International Food Market, which is part of the facade improvement program. The project received a rebate of \$7,500. Aistrope asked for any further discussion and for a motion to approve the financials as reported. Levin moved for approval of the financial report, and Fishel seconded the motion. Aistrope called for a voice vote, and the financial report was approved unanimously, without abstention.

### **Facade Application Review**

Schutz presented the facade rebate application for a new business at 2934 W Montrose, Skinovatio Medical Spa. The proposed facade work includes fabrication and installation of new signage and replacement of a damaged window. The facade review committee recommended approval with the request to the applicant that

the sign applied to the brick be reduced in dimensions in order to fit within the limestone trim detail and signage blocked by a tree. Commissioners agreed to include that condition in the award letter. The proposal calls for \$14,678.38 in eligible improvements, which would result in a rebate of \$7340.00. Aistrope asked for any further discussion and then for a motion to approve the facade program application, with the condition of the sign reduced to fit within the limestone trim. Causevic moved for approval with the stated condition, and Kareeshma Ali seconded the motion. Aistrope called for a voice vote, and the motion was approved unanimously, without abstention.

### **2021 SSA Budget Discussion**

Schutz presented the draft 2021 budget for comment, and detailed the services and costs for each section. The drafting process will continue up to presentation and approval at the next Commissioner meeting on June 3, 2020. Contractors and vendors have been contacted for projected 2021 costs. Commissioners discussed the frequency of litter abatement, and Levin recommended continuing 7 days per week during the summer. Snow removal was discussed, and Schutz presented an analysis of yearly snowfall and costs. Schutz recommended moving to a per-occurrence contract for snowfall at or above 3 inches.

### **2020 Budget Updates due to COVID**

- Levy collection: To date levy receipts are slightly ahead of budget. Schutz is contingent planning for a shortfall in levy receipts for the remainder of the year between 20% and 30% per DPD's projection due to Covid-19.
- Event sponsorships: Staff are strategizing ways to restructure business district events to better support businesses in response to the impacts of the pandemic.
- Schutz proposed directing public art funds to a window art campaign to enliven the district as the Stay at Home Order is loosened. Commissioners supported the new initiative.
- Landscaping of existing planter boxes is scheduled for the end of May.

### **Public Input**

Carol Maher asked that the planters on the sidewalk at Oso Apartments be addressed. Schutz will follow up with building management. Maher also shared the People of East Albany Park initiative, PEAP Delivers, when each week neighbors pick a local restaurant to order from. Maher asked that Brasa Roja and Noon-O-Kabab improve their procedures in light of the pandemic.

Meeting adjourned at 7:11pm. **The next SSA Commission meeting is at 5:30pm on Wednesday, June 3 via Zoom.**