



## SSA #25 Commission Meeting Minutes

November 18, 2025

Nuevo Leon Restaurant

3657 W 26<sup>th</sup> Street, Chicago, IL 60623

9:00 AM

- Welcome and Call Meeting to Order
  - A. The meeting was called to order at 9:08 AM
- SSA #25 Commissioner Roll Call
  - A. Commissioners in attendance: Elena Duran, Mike Moreno Jr., Hugo Avila, Ricard Juarez Sr., and Ric Porrez
  - B. Commissioners Absent: Claudia Rodriguez
  - C. Commissioners Excused:
  - D. Staff in attendance: Jennifer Aguilar and Veronica Peña
- Approval of Agenda
  - A. Commissioner Moreno motions to approve the November SSA #25 Agenda. Elena Duran seconds; all approve.
- Public Input (review guidelines for public input below)
  - A. Mariah Blackburn, Ned Freming, and Tessa Cecchin from Landscape Concept Management are present to discuss the 2026 landscaping quote found in Old Business.
- Approval of SSA #25 October 21, 2025 Meeting Minutes
  - A. Commissioners reviewed the meeting minutes, and Commissioner Avila realized that the minutes were missing details about the grant discussion and requested that this be added to the minutes for the January meeting.
  - B. Commissioner Avila motions to approve the October 2025 meeting minutes with the added bullet points of the grant discussion. Commissioner Moreno seconds; all approve.
- SSA #25 October 2025 Financial Reports
  - A. Veronica presents the financials as of 10/31/25 \$199,676.32 has been received and deposited into the SSA #25 bank accounts.
  - B. As of 10/31/25 \$308,021.99 has been expensed out.
  - C. As of 10/31/25, SSA #25 has a balance of \$256,312.54 in the bank.
  - D. Veronica explains that we received an email from Mark Roschen from the City of Chicago with an update on the second installment tax bill mailing. The Second Installment Real Estate Bills will be mailed on Friday, 11/14, and will be due on 12/15. We should begin seeing deposits in the SSA bank account around 12/15/25.
- SSA #25 Payment Disbursement
  - A. Veronica reviews payment disbursement notes
  - B. Approval is requested for the disbursement of the following payments in December (12/1/25):
  - C. Pontarelli Group Charters Inc. \$20,000 for the Holiday Trolley expense.
  - D. McFarlane Douglass – \$6,050.00 for the Holiday Decorations at the Manuel Perez Jr. Memorial Plaza.
  - E. Commissioners note that these disbursement checks are not included in the commissioner packets and do not have check numbers for these checks.

- F. Commissioners consider the option of voting on them without the check numbers and agree that it is best to vote on the checks without their check numbers.
- G. Commissioner Moreno motions to approve the check disbursement for Ponterelli Group Charter, Inc., for the amount of \$20,000 for the holiday trolley and the McFarlane Douglass check for the amount of \$6,050.00 for holiday decorations at the Manuel Perez Jr. Memorial Plaza
- H. Commissioner's prepared packets contained a different list, including these disbursements:
  - a. Cleanslate 10/31/25, check #2573 for \$10,444.44 Sidewalk maintenance.
  - b. Independent recycling 10/31/25, check # 2574 for \$632.68 recycling garbage pickup services.
  - c. Little Village Chamber of Commerce, 10/31/25 check #2570 in the amount of \$7,186.49 for the monthly administrative fee cost.
  - d. Little Village Chamber of Commerce, 11/30/25 check #2575 in the amount of \$7,186.49 for the monthly administrative fee cost.
  - e. Little Village Chamber of Commerce, 12/31/25 check #2577 in the amount of \$7,186.49 for the monthly administrative fee cost.
  - f. Some confusion on which checks need to be voted on. Commissioners discuss the need to vote on these disbursement checks, as this November meeting is the last of the year. Commissioners agree that they will approve check #2575 and check #2577, as well as the holiday trolley and McFarlane Douglass checks
  - g. Commissioner Moreno motions to approve check #2575 for the amount of \$7,186.49 and check #2577 for the amount of \$7,186.49. Commissioner Duran seconds the motion; all approve.

**NEW BUSINESS:**

- SSA #25 Budget Shift
  - A. Requesting to shift \$1,800 from line Item # 1.01 Website to 3.01 for the amount of \$1,300 to cover the increase in the garbage pick up fee for 2025 and \$500 for line item #6.10 Monthly Meeting Expenses, to cover the extra coverage fees of meeting expenses in 2025.
  - B. Commissioner Moreno requested an explanation for the shift, and Veronica explained that it was to cover the increase in the garbage pickup fee, but Commissioner Moreno would like to see the specific reasons why there was an increase.
  - C. Veronica Peña confirmed with Blanca Soto that the budget increase was due to a rise in service prices from Independent Recycling.
  - D. With the consideration of ensuring that the matter is taken care of in a timely manner, the commissioners decided to add this to the list of information for the email scheduled on Monday, November 24, 2025.
  - E. Commissioner Porrez motions to approve the budget shift of \$1,300 from line item #1.01 to line item #3.01 and \$500 from line item #1.01 to line item #6.10. Commissioner Moreno seconds; all approve.
- SSA #25 Landscaping Services Extension Proposal for 2026
  - A. Mariah Blackburn and Tessa Cecchin, Landscape Concepts Management
  - B. Veronica asks the commissioners to review the quote that Landscape Concept Management presented for the 2026 landscaping services and opened the floor to Landscaping Services
  - C. Elena Duran noted how some plants had overgrown and were covering the flowers, Elena then asks what they plan to do to prevent this from occurring again next year. Mariah shared that this season brought a lot of rain and it was difficult to keep up with the maintenance, so she suggested selecting a different plant to prevent that from reoccurring.
  - D. Mike Moreno asked for clarification on sample options 1 and 2 for each season, specifically whether they must select only option 1 for all seasons or if they can mix and match. Mariah clarified that these are sample options and that changes to any of the options are welcome.

- E. Commissioner Avila motions to approve the extension for the SSA #25 Landscape services for 2026 at a total amount of \$99,898.00. Commissioner Porrez seconds the motion; all approve.
- F. After the commissioners approved the service, they also voted on the options they'd like to move forward with. Selecting these options: Option 1 for Spring, Option 1 for Summer, Option 1 for Fall, and Option 2 for Winter, with the change of Bell Cups to Pine Cones.
- SSA #25 Commissioner Renewals for 2026
  - A. Veronica Pena shares that Commissioner Moreno Jr and Commissioner Porrez will need to renew their applications for commissioners.
  - B. Commissioner Moreno Jr. & Commissioner Porrez's terms will expire on June 30, 2026.
  - C. Commissioner renewal applications will be provided to be completed and returned to the Service Provider (LVCC) by 1/31/26.

**OLD BUSINESS:**

- SSA #25 Holiday Tree Decorations Proposal
  - A. Veronica Pena shares the Landscape Concept Winter Decor Proposal and opens the floor for questions.
  - B. Mariah goes through the proposal and explains how these decorations are at the Manuel Perez Jr Plaza, including tree decorations and adding garland, which come with bows and lights.
- SSA #25 Holiday Trolley Update
  - A. Veronica Pena shares the marketing materials that have been shared with all participating businesses, as well as the banner that will go along the side of the Trolley
  - B. Commissioners like to review the marketing material and note that the number of participating businesses from 2024 to 2025 has doubled.
  - C. Commissioner Porrez suggests sharing the trolley printouts with colleges since students will be looking for activities to do over their break.
- SSA #25 Small Business Funding Support Follow-Up
  - A. Blanca connected with Mark Roschen at the City of Chicago in regards to a possible grant opportunity for small businesses through the SSA #25 unused 2025 funding and was notified that, with the 2025 budget already coming to the end of the year, the SSA #25 would need to send a budget revision for 2026. Blanca to connect with Mark again after January to discuss the process and different types of support that would need to be listed under the CATEGORY 5.00 - PUBLIC HEALTH/SAFETY PROGRAMS, and move funding over from another line item.
- Next SSA #25 Commission Meeting
  - January 20, 2026, at the LVCC office/9:00 am
  - Commissioner Duran shares that she will not be in attendance at the next commissioner meeting in January.
- Meeting Adjourned: Commissioner Porrez motions to adjourn the meeting at 10:12 am. Commissioner Avila seconds; all approve.

**Guidelines for Public Input:**

- The goal of public input is to ensure that all voices of the community are heard on matters pertaining to the work of Little Village SSA #25. The commission is not required to provide immediate response to questions nor concerns presented.
  - Public input will be available at the start of each SSA #25 meeting once SSA #25 Commissioner roll call has been made
    - The opportunity to speak during public input will be available for all those in attendance; however, speaking time may be limited depending on the number of attendees wishing to speak. The Commission will aim to limit this portion of the meeting to no more than 15 minutes.
- The public forum portion of SSA #25 commission meetings, as with all portions of the meeting, will proceed according to Robert's Rules of Order, most importantly:
  - No attendee may speak twice until everyone else wishing to speak has spoken once.*
  - All remarks must be directed to the Chair.*
  - Remarks must be courteous in language and deportment avoiding all personal remarks and never alluding to others by name or to motives.*
  - One person may speak at a time, if not the presiding officer can call them out of order*