



## SSA #25 Commission Meeting Minutes

December 19, 2023

Nuevo Leon Restaurant

3657 W 26<sup>th</sup> Street

9:00AM

- Welcome and Call Meeting to Order
  - a. Chairman Juarez Sr. calls the SSA #25 Commission meeting to order at 9:16AM
- SSA #25 Commissioner Roll Call
  - a. Commissioners in attendance: Richard Juarez Sr., Elena Duran, Ric Porrez, Michael Moreno Jr.
  - b. Commissioners absent: Jose Hernandez (Excused), Francisco Menchaca (Excused) and Claudia Rodriguez.
  - c. Staff in attendance: Blanca Soto, Sarai Guerrero and Alejandro Alvarez (Cristo Rey Student/Intern).
- Approval of Agenda
  - a. Commissioner Moreno Jr. motions to approve the meeting agenda as presented, Commissioner Duran Seconds; all approve.
- Public Input (review guidelines for public input below)
  - a. No public in attendance
- Approval of SSA #25 November Meeting Minutes
  - a. Commissioner Porrez motioned to approve the November 2023 meeting minutes as presented, Commissioner Moreno Jr. Seconds; All approve.
- SSA #25 November 2023 Financial Reports
  - a. As of November 30, 2023, \$ 249,282.40 has been received and deposited into the SSA #25 bank account.
  - b. As of November 30, 2023, \$271,383.74 has been expense out from the \$360,578.00 2023 budget.
  - c. Total November 2023 deposits were \$8,877.10. Second installment property taxes were due on 12/1/23, therefore we expect to see a good amount of deposits in the month of December 2023.
  - d. Commissioner Moreno Jr. makes a motion to approve the November 2023 financials as presented, Commissioner Porrez Seconds; All approve.

### **NEW BUSINESS:**

- SSA #25 Commissioner Meeting Attendance Log
  - a. As of November 2023, the SSA #25 Commissioner attended is as follows:
    - Rodriguez, missed 6
    - Duran, missed 0
    - Menchaca, missed 8
    - Hernandez, missed 10
    - Moreno Jr., missed 3
    - Villarreal, Term ended and did not renewal to focus on other projects.
    - Porrez, missed 5
    - Juarez Sr., missed 1

- b. Blanca mentioned that there should be more attendance commitment from SSA #25 Commissioners. She understands this is a volunteered based seat, but if they chose to be a SSA #25 Commissioner, they should make the time to attend the meetings that are scheduled once a Month.
  - c. Commissioner Duran makes a suggestion to add some type of notation on the attendance log to reflect that the absence is marked as an excused absence for better tracking of the no show attendees.
  - d. Blanca will add an X on the calendar attendance log moving forward to reflect an excused absence for any SSA #25 Commissioners that give notice. All unexcused absences will remain with an “N” for Not in attendance.
  - e. Blanca also mentioned prior discussion about doing the meeting quarterly, but with the SSA #25 being a very active SSA, that will not work for SSA #25 and meeting once a month is more ideal.
  - f. Blanca also suggested having a conversation with the SSA #25 Commissioners who seem to miss the meetings more frequently. Commissioner Hernandez did test positive for Covid – 19 and was excused from this meeting.
  - g. Commissioner Duran mentioned that Commissioner Hernandez did only attend one meeting this year.
  - h. Commissioner Moreno Jr. mentioned that in his opinion, the SSA #25 should look for some new candidates to join as he believes Commissioner Hernandez will not be attending any more meetings and with Commissioner Villarreal not renewing his new term, there will be some seats to fill in. With Commissioners Rodriguez and Menchaca missing some meetings, he would want to make sure there is a quorum at the monthly meetings.
  - i. Chairman Juarez Sr. thought of two individuals who might be a good candidate of the SSA #25 Commission. Rob Castañeda (Beyond the Ball) and Raul Muñoz (Taqueria Atotonilco).
  - j. Rob Castañeda does not fall within the SSA #25 boundaries. Raul Muñoz was reached out to for a possible appointment as a LVCC Board Director and there was no time commitment during that specific time of approach.
  - k. Commissioner Moreno Jr. asked if the SSA #25 is allowed to have a resident/homeowner on the Commission and Chairman Juarez Sr commented, that would be him as he is a Little Village resident.
  - l. Commissioner Duran asked if we could double check with the City of Chicago on the requirements to apply for an SSA #25 Commissioner seat as some candidates are off by one block within the SSA #25 boundaries.
  - m. Commissioner Moreno Jr. mentioned he is sure it can be changed, but that would mean they will need to be taxed through the SSA #25 and not sure if they would want to do that.
  - n. Blanca mentioned Aldo Rios from El Churro Shop might also be a good candidate.
  - o. Commissioner Moreno Jr. mentioned Marco from Carnitas Uruapan as he will be opening his Little Village business location in early March and might have to wait till late Spring. Commissioner Moreno Jr. to connect with Marco.
  - p. Chairman Juarez Sr. suggest on hosting a SSA #25 Open House event in February to invite the community and business owners to meet the SSA #25 Commissioners and learn more about the SSA #25 and the work of the Commissioners.
  - q. Commissioner Duran mentioned doing an interview for an article and recall having to explain what the SSA #25 is as they had no clue what it was. Commissioner Duran suggested a one pager on what the SSA means. Blanca mentioned they have SSA #25 brochures and will work on making edits and updates.
  - r. Blanca suggests hosting the event at El Churro Shop since the LVCC office is on the second floor. Chairman Juarez Sr. thought that recommendation was a great idea and that all three Ward Alderperson’s should also be invited to attend the Open House. The LVCC Staff to work on planning the event for February 2024.
  - s. Commissioner Juarez Sr. will connect with Raul Muñoz and see if there is any interest in being part of the SSA #25.
  - t. Commissioner Moreno Jr. suggested Javier Haro from 26<sup>th</sup> Street Café. Blanca said she will reach out to Javier and see if there is any interest there to join the SSA #25.
  - u. Chairman Juarez Sr. requested to add a meeting attendance line on the SSA #25 monthly commission meeting agendas moving forward.
- City of Chicago SSA Ward Percentage List
    - a. 22nd Ward/Alderman Rodriguez has 77.3%
    - b. 24<sup>th</sup> Ward/Aldersperson Scott has 2.6%
    - c. 25<sup>th</sup> Ward/Aldersperson S. Lopez has 20.01%

- d. Moving forward SSA #25 will need Alderperson support letters for SSA budgets and Commissioner new and renewal applications regardless of the percentage amount they have in their ward.
- e. Commissioner Moreno Jr., Jennifer and Blanca met with Alderwoman Scott in regard to Commissioner Moreno Jr's renewing support letter and had a conversation on what our specific SSA #25 does and to see how both offices can collaborate moving forward.
- f. Blanca suggests inviting all three Ward Alderperson's to the January SSA #25 Commission meeting scheduled for Tuesday, January 16<sup>th</sup> and have a candid conversation will of them on how we can better collaborate together and possibly put a request in on new trash receptacles as it should fall on the SSA #25.
- g. Chairman Juarez Sr. agreed that inviting all three Alderperson's is a great idea, but it should be more of a greet and meet instead of a demanding/request meeting.

**OLD BUSINESS:**

- SSA #25 2024 Commission meeting schedule
  - a. Per last meeting, December meeting was taken out and the final annual meeting will be held on November 19, 2024.
  - b. Per City of Chicago guidelines, an annual meeting needs to be listed on the 2024 meeting schedule, which that will be on November 19, 2024.
  - c. All 2024 SSA #25 Commission meetings will be held on the third Tuesday of the Month, except the July meeting as the 2025 budget needs to be approved before 7/7/24.
  - d. Commissioner Porrez motions to approve the 2024 SSA #25 Commission Meeting schedule as presented, Commissioner Moreno Jr. Seconds; all approve.
  - e. Chairman Juarez Sr. asked Blanca if the 2024 meeting schedule will be sent over to the Commissioners. Blanca said she will follow up with a calendar invite for the entire year of 2024 to all SSA #25 Commissioners.
- SSA #25 Commissioner renewals updates
  - a. Commissioner Moreno Jr. requested an Alderwoman Scott support letter for his renewal application, which the LVCC staff and Commissioner Moreno Jr. met with Alderwoman Monique Scott on 12/7/23.
  - b. Commissioner Porrez still needs to finalize his renewal application and will email over by Friday, 22, 2023.
- SSA #25 Landscaping Services 2023
  - a. Blanca reached out to Brightview for a possible quote on some December installation that will hold out through next year, February 2024. Jose at Brightview mentions with it being so late in the year, he will need to check what they have in stock. As of today, he has not replied to the request.
  - b. Chairman Juarez Sr. shared a thought process on how a short-term plan can allow us to see a positive effect to create momentum but with a long-term plan that might take up to a year or two that would really positively impact the aesthetics of the community and business corridor. He loves the idea of having some hanging plants limited to specific locations, perhaps the main street locations. Possibly moving some planter containers.
  - c. Commissioner Moreno Jr. suggest having the planter containers only on the main street corners (California, Kedzie, Central Park, Lawndale, Pulaski & Kostner) and possibly adding some hanging planters from the street poles.
  - d. Chairman Juarez Sr. Suggest maybe having the hanging planters on the main intersections only with the main floor planter containers to really have the corners stands out more and maybe reducing the planter container amount is a start.
  - e. Blanca mentioned what will happen to the planter containers on Kedzie and Pulaski Road. Commissioner Duran mentioned those can stay as they are the welcoming entrance into the corridor from those two main street locations. We can enhance the entrance to the corridor.
  - f. Chairman Juarez Sr. mentioned that he hopes the businesses in the corners that have a planter in front of their business can use that to enhance their area like the way Commissioner Moreno Jr. does on his business block. Commissioner Juarez Sr. says Ridgeway Ave is such a great block to walk down by.
  - g. Commissioner Porrez mentioned since giving instruction to the fiscal agent (LVCC) staff to look into the street pole hanging plants, to allow them to allocate the proper spot locations for installation.
  - h. Blanca to look into any street pole hanging planter guidelines and restrictions.

- i. Blanca reminds the SSA #25 Commissioners that all participating Landscaping vendors that submit a 2024 service proposal are invited to the February 2024 Commission meeting to expand on their proposal and any concerns or questions can be asked during that meeting.
- j. Chairman Juarez Sr. mentioned another area he would like to touch base on is who manages the street trees on the corridor. Commissioner Duran mentioned the City of Chicago, Department of Forest as she recalls having a conversation with that department in regard to the Manuel Perez Jr. Memorial Plaza. She shared a story that some trees that were installed in the Plaza instead of the street that have grills at the bottom were not supposed to grow so big and thick as they have and it's why they look like trees are being choked.
- k. Chairman Juarez Sr. shared he is part of the Little Village Rotary Club, and the organization is thinking of contributing to the beautification efforts of the Little Village community by sponsoring some trees and would like to see how the Little Village Rotary Club can support these initiatives.
- l. Commissioner Duran mentioned to Chairman Juarez Sr. to possibly connecting with the Botanic Garden as they can assist with the tree selections as they have the capacity and expertise on what trees might be a better fit and she thinks that would be a great connection. Chairman Juarez Sr. asked for a contact at the Botanic Garden, but Commissioner Duran no longer has that contact information.
- m. Blanca to follow up with Jose this afternoon for an update as Commissioner Duran mentioned that Brightview should provide the SSA #25 with a credit and install some green that will hold from now till March of 2024. The containers cannot remain empty.
- n. Current planter containers were cleaned out as all plants were dried and dead and are filled with dirt at the moment.
- o. Commissioner Duran mentioned Brightview attended the November meeting and now we are in December and should have heard back already. Blanca to follow up once she gets back to the office with Brightview.
- p. Commissioner Duran mentioned possibly having the main intersection planters installed with a bigger display and the remaining containers with a small display.
- q. Blanca informs the SSA #25 Commissioners the LVCC office will be closed from December 22, 2023 to January 3, 2024 and if they need to reach someone from the office, they can reach her directly on her mobile phone number.

Commissioner Moreno Jr. motions to adjourn the meeting at 10:02am, Commissioner Duran 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 or 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 department, 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