



SSA #25 Commission Meeting Minutes
February 20, 2024
Los Candiles Restaurant
2624 S Central Park, Chicago, IL. 60623
9:00 AM

- Welcome and Call Meeting to Order
 - a. Chairman Juarez Sr. Called the meeting to order at 9:05 AM
- SSA #25 Commissioner Roll Call
 - a. Commissioners in attendance: Elena Duran, Claudia Rodriguez, Richard Juarez Sr., and Ric Porrez
 - b. Commissioners absent: Jose Hernandez
 - c. Commissioners excused: Francisco Menchaca and Mike Moreno Jr.
 - d. Staff in attendance: Jennifer Aguilar, Sarai Guerrero, Blanca Soto and Cristo Rey School intern, Alejandro Alvarez.
- Approval of Agenda
 - a. Commissioner Rodriguez motions to approve the SSA #25 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 December Meeting Minutes and January 2024 No Quorum meeting notation
 - a. Commissioner Porrez motions to approve the SSA #25 December meeting minutes as presented and January 2024 No Quorum meeting notation, Commissioner Rodriguez Seconds; all approve.
- SSA #25 Commission Meeting Attendance Tracking Log
 - a. SSA #25 Commission meeting attendance log as of January 31, 2024, presented by Blanca Soto.
 - b. Commissioner Rodriguez - 11 meetings total to attend (1 excused, 10 meetings left to attend in 2024).
 - c. Secretary Duran - 11 meetings total to attend (1 excused, 10 meetings left to attend in 2024).
 - d. Commissioner Menchaca - 11 meetings total to attend (1 excused, 10 meetings left to attend in 2024).
 - e. Commissioner Hernandez - 11 meetings total to attend (1 excused, 10 meetings left to attend in 2024).
 - f. Commissioner Moreno Jr. – 11 meetings total to attend (1 attended, 10 meetings left to attend in 2024).
 - g. Treasurer Porrez – 11 meetings total to attend (1 attended, 10 meetings left to attend in 2024).
 - h. Chairman Juarez Sr. - 11 meetings total to attend (1 attended, 10 meetings left to attend in 2024).
 - i. Commissioner Porrez asked if Commissioner Hernandez is the gentleman from the Tire Shop, and Blanca responded yes, he is.

- j. Blanca mentioned that Chairman Juarez Sr. did speak with Commissioner Hernandez back in December.
- k. Chairman Juarez Sr. shared that he did meet with Commissioner Hernandez, and he showed great interest in his commitment for 2024 as he had some reshuffling in his administration and just like other small businesses had some difficulties with making it hard to get away and attend the meetings. Chairman Juarez Sr. to make some time to go visit him again.
- l. Commissioner Duran expressed her concerns from prior absences and feels he has not engaged in past meetings and feels nothing will change. Commissioner Duran reminds the Commissioners present that when getting interviewed for the SSA #25 Commission you are asked questions like, will you be able to commit and attend required meetings. Therefore, she does not see change.
- m. Commissioner Porrez, mentioned Commissioner Hernandez is a great guy and asked if he has been involved in other ways with the organization and has attended any chamber events.
- n. Blanca mentioned Commissioner Hernandez has also expressed commitment for 2024 to her and was excused from January's meeting as he did notify Chairman Jaurez Sr. he had tested positive for COVID-19. Commissioner Hernandez did not reach out to notify us of his absence from February's meeting.
- o. Chairman Juarez Sr. thanks the SSA #25 Commissioners for expressing their thoughts and concerns in regard to Commissioner Hernandez and wanted to know if there has been a similar situation in the past in the SSA or Fiscal Agency side. Blanca said, yes on the Board side with a prior member.
- p. LVCC Executive Director, Jennifer Aguilar mentioned that the member individual did not attend meetings and when he did attend, he will set the meeting behind by asking questions discussed at prior meetings. It became unsustainable and a letter was presented to him stating that he did not follow the required by-laws and was removed from the board.
- q. Chairman Juarez Sr. suggested that if the SSA #25 Commissioners authorize him to meet with Commissioner Hernandez with that specific information on his participation moving forward and if he can't commit then allow him to resign.
- r. Commissioner Duran understands and believes he is a great asset to the community, but the SSA #25 needs to make sure that there is quorum at meetings. She feels that this is a script that will not change.
- s. Blanca suggested with the Little Village Chamber of Commerce as the Fiscal Agency of the Special Service Area #25, a meeting should be conducted at the main office with Commissioner Hernandez, LVCC Executive Director, Blanca Soto, and SSA #25 Chairman in attendance.
- t. Chairman Juarez Sr. and the rest of the SSA #25 Commissioners agreed to move forward with scheduling that meeting with Commissioner Hernandez.
- u. Blanca will reach out to Commissioner Hernandez and schedule a meeting.
- SSA #25 December 2023 Financial Reports
 - a. As of December 31, 2023, \$387,381.34 has been deposited into the SSA #25 bank account.
 - b. As of December 31, 2023, \$291, 802.35 has been expensed out from the \$360,578.00 2023 budget. Leaving a \$68k to carry over to 2024.
 - c. As of January 31, 2024, \$28.15 has been deposited into the SSA #25 bank account.
 - d. As of January 31, 2024, \$9,209.50 has been expensed out.
 - e. Payment checks in January 2024 are:
 - Chicago Event Graphics \$1,100.00
 - Independent Recycling \$532.44
 - Amsterdam Printing \$281.34
 - Little Village Chamber of Commerce \$7,186.49
 - f. Commissioner Porrez motions to approve the December 2023 and January 2024 financials as presented, Commissioner Duran Seconds; all approve.

NEW BUSINESS:

- SSA #25 2023 Budget Shift
 - a. SSA #25 budget shift from line item 1.06 Holiday decorations for \$1,300 to line item # 2.08 Sidewalk Maintenance for \$800 to cover the expenses on extra days of sidewalk cleaning and line item # 3.01 Garbage/Recycling for \$500 for the price increase in the middle of the year.
 - b. Commissioner Rodriguez motions to approve the SSA #25 budget shift as presented, Commissioner Porrez Seconds; all approve.
- SSA#25 2023 QTR 4 Report
 - a. Blanca walks the SSA #25 Commissioners through the SSA #25 QTR 4 report deliverables.
 - b. Commissioner Porrez motions to approve the QTR 4 report as presented, Commissioner Duran Seconds: All approved.
 - c. Chairman Juarez Sr. is to sign the report and Blanca is to upload it to the City of Chicago SSA SharePoint portal today.
- SSA #25 2024 Sidewalk Cleaning Proposal
 - Cleanslate
 - a. RFP was shared since November 2023 and only one vendor submitted a proposal.
 - b. Cleanslate provided SSA#25 with two pricing proposals.
 - c. 2-day service cost of \$60,600 annually
 - d. 3-day service cost of \$72,200 annually
 - e. 2024 SSA #25 budget is \$68,000
 - f. Commissioner Porrez shared his thoughts on the great work Cleanslate has done in the past and they go out of their way with the services they provide and suggests going with the three days and if there is any support from the Alderpersons in the wards to cover the other days, that would be great.
 - g. Commissioner Duran wishes to have a 5-day service, but the cost is too high
 - h. No weed services will be needed as Brightview will be providing that service for 2024.
 - i. Commissioner Porrez motions to approve Cleanslate's proposal for the three-day service for \$72,200.00 along with the shift of funds for \$5k from line item #1.06 Holiday Decorations to line item # 2.08 Sidewalk Maintenance to cover the total cost of the contract (\$72,200), Commissioner Duran Seconds; all approve.
 - j. Blanca will connect with Cleanslate and notify them of the approval decision and will collect the signature of the LVCC Board President on the service contract needed.
- SSA #25 Landscaping Proposal
 - Brightview Landscaping
 - a. RFP was shared since November 2023 and only one proposal was received. One company said they did not have the capacity and another company said their services would be way too high and opted from submitting a proposal.
 - b. Jose Arreguin, Brightview Landscaping Services in attendance to expand on its proposal and answer any questions SSA #25 Commissioners may have.
 - c. Jose presented a two Seasonal (Summer & Winter) display and a three Seasonal (Spring, Summer & Winter) display.
 - d. Two Seasonal displays have a total cost of \$67,554 annually/\$ annually/\$8,443 a month and the three Seasonal displays have a total cost of \$87,552 annually/\$ 10,994 a month.
 - e. Commissioner Duran suggested not to install Cannas or purple plants. Jose will provide an updated summer palate with new flower colors to Blanca for review.
 - f. Jose mentioned Brightview will add a 2023 credit to the cost of material for the Winter display. Jose also mentioned that the Winter decoration item of the white thick trunks may be stored and used for the following year if needed but the SSA #25 will need to find a location to store them. Commissioner Porrez offered his storage space at his business location.
 - g. Jose informed the SSA #25 Commissioners that the street pole baskets will not be possible due to a lot of City of Chicago signage that will block and not allow a consistent installation of the planter baskets. SSA #25 Commissioners have decided to postpone that idea for now.
 - h. Commissioner Duran does not like the idea of waiting till June to start the installation as the planter containers will be empty and used as trash containers. Blanca suggested Brightview start the container cleanup with the new soil in May to have the containers ready for summer installation after the Memorial weekend Holiday. SSA #25 Commissioner all agree to move forward with that idea.
 - i. Commissioner Porrez motions to approve to move forward with Brightview's Landscaping two Seasonal displays for \$67,554.00, Commissioner Rodriguez Seconds; all approve.

- j. Blanca to schedule a follow-up meeting with Jose once closer to May for installation.
- SSA #25 2023 Audit Proposal
 - Vidal & Associates
 - a. RFP was shared in November 2023 and only one proposal was received.
 - b. Vidal & Associates submitted a proposal in the amount not to exceed \$6,400.00
 - c. Chairman Juarez Sr. asked if this auditor is the same as the fiscal agency's auditor. Jennifer responded, yes.
 - d. Blanca mentioned the 2024 audit line-item budget is \$5,000 but funds may be moved later in the year once the audit is completed. There are a few line items that the funds may be moved from depending on what is not used throughout the year.
 - e. Commissioner Porrez asked if this is the standard yearly audit, and Blanca responded yes.
 - f. Commissioner Porrez motions to approve the Vidal & Associated SSA # 25 2023 Audit proposal, Commissioner Rodriguez Seconds; all approve.
 - g. Blanca to connect with the Firm of Vidal & Associated to begin the audit process with office visits as the audit is due May 1st
 - h. Commissioner Rodriguez asked if there are any other items to vote on as she needs to head out at 10 am for another meeting. Blanca informed her that all action items had been covered.

OLD BUSINESS:

- SSA #25 Commissioner renewals updates
 - a. Commissioner Moreno Jr. and Ric Porrez are in the review process at the City of Chicago.
 - b. Commissioners Menchaca and Duran are up for renewal. Their term expires in June of 2024. Blanca mentioned to Commissioner Duran she can assist with requesting an Alderperson support letter if needed.
 - c. Blanca provides Commissioner Duran with a renewal application to be completed and returned to her as soon as possible. Blanca to follow up on an original email to Commissioner Menchaca on his renewal decision.
- SSA #25 Open House
 - a. The SSA #25 Open House is scheduled for Tuesday, February 27, 2024, from 9-10 am at the Churro Shop. This open house will give business owners and community members the chance to meet the SSA #25 Commissioners and learn more about what SSA #25 is.
 - b. Chairman Juarez Sr. asked if we have received any RSVP and Blanca said yes, a few and Sarai will assist with a push on the event via social media and weekly E-Blast. Chairman Juarez Sr. mentioned he invited El Chaplin's business owner and will reach out to Laura from Nuevo Leon Restaurant and also asked if there were any updates on Raul Muñoz, Luis, and Hugo. Blanca mentioned nothing from Raul nor Luis, but Hugo said it went into his spam folder but will look at the information and get back to me.
 - c. Blanca mentioned there will be a short agenda for the open house and will share it with Chairman Juarez Sr. for review. Chairman Juarez Sr. asked to meet either Thursday or Friday of this week.
 - d. Commissioner Rodriguez leaves the meeting.
 - e. Commissioner Duran asked if there would be any media in attendance. Blanca suggested reaching out to Jackie Serrato and Sarai suggested reaching out to Block Club Chicago.
- LV Arch Updates
 - a. Jennifer updates the SSA #25 Commissioners on the LV Arch updates.
 - b. Little Village Arch construction updates as of January 10, 2024. The electrical and lighting work has been completed at the Little Village Arch. A new control panel has been installed which allows for the lighting to be controlled automatically. The lighting has been set up to have all lights turn on and off at the same time; this includes the light fixtures at the upper parts of both towers, lighting at the underside of the Arch over the street, as well as the light fixtures above the sidewalk inside the lower part of the towers. Because a new control panel has been installed, training will be required for any individual who will be maintaining the Arch after completion. The contractor, Construction Inc., has requested a meeting on-site with the electrical contractor, BMI Electrical, and the maintenance personnel (or anyone from the Little Village Chamber of Commerce or 25th Ward Alderman's Office) who will handle Arch maintenance or access. Training will include:

- A quick run-through of the new electrical and lighting updates to the Arch by the contractor, Construction, Inc.
 - Explanation of the control panel by the electrical contractor, BMI Electrical.
 - A quick tutorial on settings and schedules for adjusting the Arch's light levels automatically.
 - Directions on how to access panels at the North Tower, which will include receiving copies of access panel keys.
 - c. Chairman Juarez Sr. asked if there is any way the LV Arch can be trademarked to keep people from using the Arch in marketing material.
 - d. Jennifer said the LVCC is working on trademarking the LVCC & SSA #25 logo as she has seen a few people cropping the logo image for marketing purposes. As for the LV Arch, it might not be possible as it has Landmark status, just like the Buckingham Fountain.
- Additional Comments/Suggestions:
 - a. Commissioner Duran asked, if possible, to get the current red trash receptacles painted black.
 - b. Blanca said she could reach out to Corisco Construction for a proposal.
 - c. Chairman Juarez Sr. requested to add page numbers on the SSA #25 meeting material package/upper right-hand corner and add page #'s on the agenda line items moving forward to help when going through the material during the meeting. Blanca will make the requested changes moving forward.
 - Commissioner Duran motions to adjourn the meeting at 10:19am, Commissioner Porrez seconded; all approve.

Guidelines for Public Input:

- The goal of public input is to ensure that all voices of the community are heard on matters about the work of Little Village SSA #25. The commission is not required to provide immediate responses to questions or concerns presented.
 - Public input will be available at the start of each SSA #25 meeting once the 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