

Devon SSA #43 Commission Meeting  
Monday, November 16, 2:30 pm  
Zoom: <https://us02web.zoom.us/j/81404104228>  
Dial in: +1 312 626 6799 meeting ID 814 0410 4228



## MINUTES

Commissioners Present: Pete Valavanis, Irshad Khan, Maura Levit, Sanhita Agnihotri  
Mohammed Junaid, Jay Shewakramani, Rebeca Vasquez  
Commissioners Absent: Avi Bereliani  
Others Present: Cindy Plante, RPBA

### **I. Call to Order**

Meeting called to order at 2:34pm

### **II. Public comment**

There was no public comment.

### **III. Approval of minutes from 10/26/2020**

Maura moved approval; Jay seconded  
APPROVED

### **IV. Old Business - BigBuzz Contract and Photos**

Cindy asked commissioners to make a decision as to what to do about the BigBuzz contract, since we didn't have quorum or consensus to definitively decide last time.

Sandi added that one of the ideas discussed previously was to have them follow up on tagging our existing supply of photos for future social media campaigns. Cindy shared that she'd been able to do some of this after going around to businesses for PPE deliveries but there are still plenty in need of tagging, several of which were shared by screenshare.

Jay provided tags for several of the screenshared photos.

Irshad asked for a copy of the existing contract for his attorney to review and maintains that we should be able either cancel it entirely or let them keep the money and do something next year. At the banquet hall he's just refunding everybody for all the events that have had to be canceled.

Sandi reminded everyone to keep in mind that they're a small business too and have expenses that aren't going away.

Cindy suggested a marketing campaign or promotion - could be social media, direct mail, or outdoor ads, which are the sort of projects we would typically outsource to a company like BigBuzz in normal times. There had been some suggestion of having them do directory updates or administrative tasks, but Cindy has been making progress getting these items done in-house.

Rebeca agrees

Sandi said it's probably too late to do a holiday campaign but said that we could talk to Melissa about doing some sort of outreach or promotion for early 2021. Cindy will follow up with Melissa at BigBuzz this week.

#### **V. Diaper Drive Donation Request**

Jay presented the donation request for a diaper drive being held at Shree Ganesh Temple and West Ridge Community response team. They're seeking material donations of diapers, wipes and formula or funding that will be used for bulk purchases of the needed items, and have asked SSA43 to contribute.

Ald. Silverstein mentioned that West Ridge Community Response Team was founded by her opponent in the last election but doesn't want this to get political.

Sandi added that SSA funding is intended to support businesses and should be distributed as equitably in the district as possible with that goal in mind.

Jay will recuse himself from voting on this because his family is involved in organizing it.

Pete asked about where they're getting supplies from and who it's being distributed to. If it's being bought from stores in the district it might make sense, similar to what we did with donating restaurant meals earlier in the pandemic.

Others agreed but noted that drug and grocery stores selling these sorts of baby items haven't been as heavily impacted by mandatory closures, and there aren't as many of them in the district.

Cindy shared that we've shared the announcement of the drive on the OnDevon Social media and can continue to support it via promotion even if it's not a good fit for direct funding.

No one was willing to make a motion to approve donating funds or items.

#### **VI. Sidewalk Litter & Weeding RFP**

Cindy presented a draft RFP for sidewalk cleanup via screenshare. The draft provides for the same scope of work that we had for 2019 and 2020. Our current contract expires at the end of December so now is the time if anyone wants to make changes to the schedule or scope of work.

Jay asked if the current scope of work includes picking up leaves.

Cindy reported that the language doesn't call out leaves specifically but that it can be added for the sake of clarity.

Irshad suggested scheduling a walkthrough of the district with the ward superintendent and RPBA maintenance staff to identify which areas need more service.

Cindy asked if this should be done as a mandatory pre-bid meeting for firms looking to submit bids.

Irshad said no, it should be done beforehand to determine necessary scope of work.

Ald. Silverstein cautioned against cutting back on cleaning frequency/number of days based on the feedback she's hearing from the ward superintendent.

Pete maintains that litter has continued to be a problem on his block; Irshad says there hasn't been much near him.

Ald. Silverstein asked Pete for more specifics as to where he's seeing issues.

Pete says Devon between Leavitt and Western, and also some areas on Western.

Irshad suggested cutting back the number of days on the base contract and leaving it open to adding more or increasing service frequency later.

Ald. Silverstein asked about what days or times they come now.

Cindy shared that under the existing contract, since it's now November they come 6 days a week (basically every day but Tuesday). Times vary, but usually early. In the summer months the area is serviced more frequently.

Irshad asked to set up a walking tour with the commissioners, the ward superintendent, and Brandon, preferably early in the week and asked that the RFP not go out until after this is done.

Cindy agreed and sent out a new calendar invitation to commissioners.

#### **VII. 2021 Meeting dates**

Cindy asked commissioners to vote on 2021 meeting dates - keeping it 3rd Monday of the month but rescheduling around holidays when necessary.

Pete moved approval of 3rd Mondays for meetings.

Rebeca seconded.

APPROVED

#### **VIII. Adjournment**

Jay asked if anything had been decided about murals.

Cindy said no, we were waiting for a walking tour to identify potential walls, but this can be combined with the upcoming walking tour on sidewalk maintenance.

Cindy also reminded commissioners that applications are still open for IL Business Interruption Grants and the City Hospitality Business Grant - encouraged everyone to apply if they haven't already done so.

Meeting adjourned at 3:23pm

**Next meeting:** SSA Annual Meeting - 9am December 10 on zoom.