

**SSA #48 Commission Meeting
DRAFT Minutes
O'Briens Restaurant
Second Floor, Oak Room
Monday, April 15, 2013
5:30 pm**

COMMISSIONERS PRESENT: Peter O'Brien, Dean Lubbat, Mark Proesel, Don Klugman, David Stone, Gary Niemand, John Barney Flanagan

COMMISSIONERS ABSENT: Mary Quincannon

STAFF PRESENT: John Blick (OTMRA), Kevin Barbeau (OTMRA)

ATTENDING PUBLIC: David Dattalo (Business), Steve Harrison (Resident), Donna Lohr (Resident)

CALL TO ORDER

Chairman Peter O'Brien called the meeting to order at 5:35 p.m. Mr. O'Brien **asked that the record show a Quorum was achieved** at the start of the meeting.

Mr. O'Brien asked for a Roll Call. Mr. John Blick performed a Roll Call.

Mr. O'Brien asked that the Commission review the DRAFT minutes from the 01/14/13 Regular Commission meeting.

Mr. Gary Niemand MOTIONED TO APPROVE the minutes of the 01/14/13 Regular Commission meeting. Mr. David Stone SECONDED. ALL IN FAVOR. The minutes for the 01/14/13 Regular Commission meeting were adopted.

REVENUE REPORT – Mr. Gary Niemand, Treasurer

Mr. Gary Niemand read off the total-to-date revenue for SSA #48 Old Town and projected annual balance going forward.

EXECUTIVE COMMITTEE – Mr. Peter O'Brien, Chairman

Discussion of 2012 Audit – Mr. John Blick shared that Helen Ajder performed the required SSA 48 Old Town audit report and that it had been reviewed by Mr. Gary Niemand and Mr. Peter O'Brien. Mr. Niemand shared that the audit was satisfactory. He noted that the report recognizes funds allocated toward Public Way improvement. Mr. Niemand mentioned that the SSA 48 Old Town is in the second year of an optional three-year contract with Ajder.

Mr. Gary Niemand MOTIONED TO APPROVE the 2012 audit performed by Helen Ajder. Mr. Barney Flanagan SECONDED. ALL IN FAVOR. The SSA 48 audit report performed by Helen Ajder is approved.

Discussion of changed language for 4/16/12 minutes – Mr. John Blick shared that the auditor recommended that the SSA 48 Commission amend language from the April 16, 2012 minutes to more clearly reflect terms associated with contracted programs. Mr. Blick went on to explain that language associated with the Pressure Washing System's "sidewalk cleaning" contract be revised to reflect "sidewalk power washing." Similarly, mentions of Cleanstreet's "street cleaning" should be more clearly defined as "sidewalk sweeping." Mr. Gary Niemand shared that this amended language will line up with that included in the SSA 48 Old Town work plan and budget.

Mr. Peter O'Brien asked that the April 16, 2012 minutes be passed around to the attending commissioners and that copies be sent to each commissioner for individual clarification.

Mr. Don Klugman MOTIONED TO AMEND the 04/16/12 minutes to clarify language associated with the "sidewalk power washing" and "sidewalk sweeping" contracts. Mr. Gary Niemand SECONDED. ALL IN FAVOR. The SSA 48 Old Town Commission approves the amendment of language in the 04/16/12 regular commission meeting minutes.

Clarification of 2013 Meeting Calendar – Mr. Peter O'Brien shared that the SSA 48 Old Town commission previously approved an incorrect meeting date. Mr. O'Brien called for a motion to correct the date.

Mr. Dean Lubbat MOTIONED TO AMEND the previously approved 10/14/13 Regular Commission Meeting date to instead take place on Monday, October 21st, 2013. Mr. Don Klugman SECONDED. ALL IN FAVOR. The new meeting date of 10/21/13 was approved.

Discussion of administrative fees to OTMRA – Mr. Peter O'Brien shared that the Old Town Merchants & Residents Association was approved as the Sole Service Provider to SSA 48 Old Town, and that annual fees due total \$28,546. If approved by the Commission, OTMRA will receive half of that cost immediately (\$14,273), with the remainder released in October.

Mr. Gary Niemand MOTIONED TO APPROVE the partial payment of \$14,273 to OTMRA for administrative costs. Mr. Barney Flanagan SECONDED. ALL IN FAVOR. The commission approved partial payment of \$14,273 to OTMRA for administrative costs.

PUBLIC WAY COMMITTEE – Mr. Dean Lubbat

Discussion of sidewalk power washing contract – Mr. Dean Lubbat shared that the SSA 48 Old Town commission had previously approved an allocation not to exceed \$9,000 for its share of the 2013 sidewalk power washing contract. This service is performed the Monday after the Wells Street Art Festival and is contracted jointly with the Old Town Merchants & Residents Association.

Discussion of pole painting project – Mr. Dean Lubbat shared that pole painting contractor JC's United Building Maintenance has provided a general timeline to refurbish street elements within SSA 48 Old Town and that it could start as soon as April 29th, weather permitting. Mr. Lubbat asked that OTMRA closely follow planned roadwork on Wells Street as it may affect the pole painting project.

Discussion of 2013 landscaping contract – Mr. Dean Lubbat shared that his committee has received the final proposal from Old Town Gardens. The contract lists a total price of \$40,575, but can be reduced to \$39,200 if SSA 48 Old Town opts to pay the contract in full.

Discussion of snow removal program – Mr. Dean Lubbat shared that the snow removal contract with Illinois Municipal Services expired on April 15th, 2013. The Public Way committee has directed OTMRA to survey all businesses and residential buildings within SSA 48 Old Town about the quality of service.

RESIDENTIAL COMMITTEE – Mr. Mark Proesel

Discussion on security patrol contract – Mr. Mark Proesel discussed the Security contract with AGB Investigative Services and referenced the daily security reports they have filed with SSA 48 Old Town. He shared that AGB has continued service as of March 1st, 2013. Hours of service are: Friday, 10:30pm to 3:30am and Saturday, 11:30pm to 4:30am.

Discussion of cab stand installation/management – Mr. Mark Proesel shared that Mr. John Blick and Mr.

Peter O'Brien have met with Commander Dunn of the 18th District police department and 27th Ward Alderman Walter Burnett, Jr. to detail the cab stand initiative. These stands, once fully installed, will be managed by staff of Old Town Valet, from 9:00pm to 3:00am on Thursdays, Fridays and Saturdays.

Mr. Peter O'Brien noted that there would be no management fee allocated for Old Town Valet, only payment to its employees. Mr. O'Brien recommended OTMRA confer with its accountant and suggested that any payments, insurances and associated costs should go through OTMRA.

Mr. Don Klugman asked for clarification of stand locations. Mr. Blick shared that the southbound stand begins at or near 1458 N. Wells and extends roughly five car lengths north. The northbound stand begins at or near 1429 N. Wells and extends roughly five car lengths north. Mr. O'Brien added that CDOT reviewed and selected these locations and, likewise, can adapt them based on need. He further posited that a reason for the northbound adjustment may be due tan existing café license at 1419 N. Wells.

Mr. Dean Lubbat added that the cab stand initiative is intended to encourage riders to wait at a dedicated cab station and that it will introduce order and function to the street, while reducing congestion and noise pollution on the street itself.

Mr. Mark Proesel MOTIONED TO APPROVE a maximum payment of \$12.00 per hour per employee for nine total six hour cab stand shifts over a 3-day period each week. Mr. Don Klugman SECONDED. ALL IN FAVOR. The Commission approved the above conditional payments for cab stand employees.

COMMUNICATION COMMITTEE – Mr. Don Klugman

Discussion of SSA 48 Old Town brochure – Mr. Don Klugman presented a revised SSA 48 Old Town brochure which will be mass-produced and distributed within the boundaries of SSA 48 Old Town through various means. He shared that he and Mr. Kevin Barbeau collaborated on the design, layout and content of the piece. Mr. Klugman requested that brochure holders include the SSA 48 Old Town logo.

Discussion of neighborhood marketing – Mr. Don Klugman shared that SSA 48 Old Town has received a neighborhood marketing package by the Old Town Merchants & Residents Association that, if activated, would include SSA 48 Old Town in several marketing pieces including train/bus interiors, regular mailers, event fliers and posters, online advertisement, e-blasts and radio call-outs.

Mr. Don Klugman MOTIONED TO APPROVE an amount not to exceed \$30,000 for the purpose of supporting/partnering with OTMRA in its 2013 marketing efforts. Mr. Dean Lubbat SECONDED. ALL IN FAVOR. The Commission approved up to \$30,000 for the 2013 Marketing program.

Discussion of video production program – Mr. Don Klugman shared that OTMRA worked with The Second City to produce a quality “Old Town Generations” video which highlights the history of the district’s business owners. To piggyback OTMRA’s continuing efforts, SSA 48 Old Town can attach itself to the product for 50% of the total production cost of three additional videos.

Mr. Peter O'Brien added that, as a show of neighborhood support, The Second City produced the initial video for \$1500 and proposes additional videos at \$4000 each. He continued that the “Generations” video was strategically and successfully released via email during the recent OTMRA Annual Dinner.

Mr. Don Klugman MOTIONED TO APPROVE funding up to \$6,000 (50% of three \$4,000 video production projects) for video production. Mr. Barney Flanagan SECONDED. ALL IN FAVOR. The Commission approved allocating up to \$6,000 for video production costs.

NEW BUSINESS

Mr. Peter O'Brien thanked the Committee Chairs for their effort and work and mentioned that the next SSA 48 Old Town Commission Meeting is set for Monday, July 15th, 5:30 p.m.

Mr. O'Brien asked that the Commission and attending public take a moment of silence to honor those affected by the April 15th attack in Boston.

***Mr. David Stone MOTIONED TO ADJOURN the April 15th, 2013 SSA 48 Old Town Commission Meeting.
Mr. Gary Niemand SECONDED. ALL IN FAVOR. The motion passed.***

The meeting was adjourned at 6:20 p.m. on April 15th, 2013.