

**SSA #48 Commission Meeting
Final Minutes
O'Briens Restaurant
Second Floor, Oak Room
Tuesday, April 8, 2014
5:30 pm**

COMMISSIONERS PRESENT: Peter O'Brien, Dean Lubbat, Don Klugman, John Barney Flanagan, Tim Egan, David Stone

COMMISSIONERS ABSENT: Mark Proesel

STAFF PRESENT: Kevin Barbeau (OTMRA), Jessica Papp (OTMRA)

ATTENDING PUBLIC: Alex Christenson (Property Manager, Piper's Alley), Jennifer Tremblay (OTMRA President)

CALL TO ORDER

Chairman Peter O'Brien called the meeting to order at 5:38 p.m. Mr. O'Brien requested a Roll Call and **asked that the record show a Quorum was achieved** at the start of the meeting. Chairman Peter O'Brien began the meeting by thanking and welcoming Tim Egan, the newest Commissioner for SSA #48.

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

Mr. Don Klugman MOTIONED TO APPROVE the minutes of the 01/13/14 Regular Commission meeting. Mr. Barney Flanagan SECONDED. ALL IN FAVOR. The minutes for the 01/13/14 Regular Commission meeting were adopted.

REVENUE REPORT – Mr. Kevin Barbeau, SSA #48 Manager

Mr. Kevin Barbeau shared SSA 48's to-date revenue. He mentioned that the projected carryover is a good position going into 2014. He also reported the property tax levies are beginning to come in, and there was a carry-over from last year's levies.

EXECUTIVE COMMITTEE – Mr. Peter O'Brien, Chairman

Discussion of Commissioners- Chairman O'Brien noted the resignations of Gary Niemand and Mary Quincannon from SSA #48; thanked both for their leadership as Commissioners. He also noted two applicants for Commissioners are close to approval; Carolyn Shoenberger and former State Representative Judy Irwin.

Review of 2013 SSA 48 Audit Services- Mr. Kevin Barbeau reported the audit for 2013 has been completed by Helen J. Ajder CPA PC. The audit is standard and in line with previous years. Some money allocated for snow removal and street cleaning in 2013 was carried into 2014. Mr. David Stone inquired about the difference from the previous year's amount; Mr. Barbeau noted the transfer of money to the 501(c)(3) for Burton Place. Chairman O'Brien also noted the fee for the audit has remained the same for the last several years.

Mr. David Stone MOTIONED TO APPROVE 2013 SSA 48 Audit and Financial Statements. Mr. Tim Egan SECONDED. ALL IN FAVOR. 2013 SSA 48 Audit APPROVED.

Sole Service Provider Administration Costs- Mr. Kevin Barbeau reported payment was due from SSA #48 to OTMRA for management. Mr. Barbeau noted the amount has decreased from last year as a result of changes in staff. He also noted in the past, SSA #48 has made two payments to OTMRA for management fees, one in the spring and the final payment in the fall.

Mr. Don Klugman MOTIONED TO APPROVE first half of 2014 Administrative Costs to Sole Service Provider. Mr. John Barney Flanagan SECONDED. ALL IN FAVOR. Sole service provider administration costs payment APPROVED.

RESIDENTIAL COMMITTEE – Mr. Mark Proesel, Committee Chair

Discussion of Security RFP and Interviews – In Mr. Mark Proesel's absence, Mr. John Barney Flanagan discussed AGB security services with the Commission; noted the Residential Committee interviewed three security firms that submitted RFP's. The Committee decided to continue with AGB Investigative Services, with stipulations.

Chairman O'Brien noted and thanked the hard work done by the Residential Committee.

Mr. Tim Egan MOTIONED TO APPROVE 2014 Security contract with AGB Investigative Services with Stipulations. Mr. Dino Lubbat SECONDED. ALL IN FAVOR. SSA 48 Commission approved the security contract with AGB Investigative Services from May 1, 2014 thru December 31, 2014.

Public Way Committee – Mr. Dino Lubbat, Committee Chair

Discussion of 2014 Landscaping and Holiday Decoration – The Public Way Committee held a meeting with OTMRA Public Way Chair David Dattalo. OTMRA requested SSA #48 help cover the costs of landscaping and decorations within the SSA boundaries.

Mr. Tim Egan MOTIONED TO APPROVE support for OTMRA Landscaping and Holiday Decorations. Mr. John Barney Flanagan SECONDED. ALL IN FAVOR. SSA 48 Commission approved support for landscaping and decorations.

Discussion of Power Washing Contract – Mr. Dean Lubbat stated this matter will be deferred to the Public Way Committee at this time.

Discussion of 2014 Sidewalk Cleaning Contract – Mr. Dean Lubbat reported that a new RFP has been proposed by CleanStreet that and is almost identical to the previous contract approved at the 01/13/14 meeting; the new contract reduces the sidewalk cleaning fees with a snow clearing contract.

Ms. Don Klugman MOTIONED TO APPROVE the Revised 2014 Sidewalk Cleaning Service Contract. Mr. Tim Egan SECONDED. ALL IN FAVOR. SSA 48 Commission approved the 2014 Sidewalk Cleaning Service Contractor as CleanStreet with Revisions.

Discussion occurred over rat abatement and the new City policy, due to city budget constraints, to only abate when complaints have been received via 311. Mr. David Stone inquired into the cost of expanding rat abatement throughout SSA #48 boundaries and asked if SSA #48 would perhaps be willing to look into paying for this service. Mr. Dino Lubbat agreed to discuss it at the next Public Way Committee meeting.

COMMUNICATION COMMITTEE – Mr. Don Klugman, Committee Chair

Discussion of marketing goals and community outreach – Mr. Don Klugman noted the community has welcomed the SSA, but there should be more community outreach. Mr. Dino Lubbat suggested a new brochure once all new Commissioners have been appointed, as well as drafting a press release noting all

the progress made and initiatives accomplished by the SSA. Mr. Kevin Barbeau stated OTMRA also informs the community about the SSA through newsletters and the website, and staff will work with the Communication Committee to create a list of accomplishments.

Document Shredding Day, with North Community Bank- Friday, June 20th- Mr. Don Klugman informed the Commission North Community Bank will hold a free document shredding day on June 20th, which will take place in front of the bank. Mr. Peter O'Brien suggested the SSA look into hosting/partnering another shredding day, perhaps in the fall. He stated the shredding service is a beneficial and affordable service to the community.

NEW BUSINESS

At this time, Chairman O'Brien would like to acknowledge and thank the community members present, including Alex Christenson, Property Manager of Piper's Alley, and Jennifer Tremblay, OTMRA President. He would also like to thank OTMRA staff members.

Mr. Peter O'Brien reminded fellow Commissioners to attend the mandatory ethics training on April 23rd, if they have not attended a previous one this year. Mr. O'Brien also pointed out Commissioners are appointed City Officials. Mr. O'Brien also reminded Commissioners to submit the ethics forms to the Board of Ethics; these are due May 1st, and may be filled out online or submitted via mail. Fines by the City of Chicago may be incurred for late submission of the ethics forms.

Mr. John Barney Flanagan MOTIONED TO ADJOURN the April 8, 2014 SSA 48 Old Town Commission Meeting. Mr. Tim Egan SECONDED. ALL IN FAVOR. The motion passed.

Vice Chair Lubbat would like the record to show the Commission thanks O'Brien's Restaurant for hosting and providing food and beverages for the Commission Meeting.

The meeting was adjourned at 6:12 p.m. p.m. on April 8, 2014.