

SSA Commission Meeting
O'Brien's Restaurant
Second Floor, Oak Room
October 17, 2011
5:30 p.m.

Minutes APPROVED on 01-09-2012

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

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

COMMISSIONERS ABSENT: Mary Quincannon, Linda Gits

CALL TO ORDER

Chairman Peter O'Brien called the meeting to order at 5:39 p.m. and asked that the record show a Quorum was achieved at the start of the meeting.

Mr. O'Brien asked that the Commissioners review the DRAFT minutes from the 7/18/11 Regular Commission meeting and asked for discussion or changes. Mr. Stone moved that the minutes of the 7/18/11 Regular Commission meeting be accepted. Mr. Niemand Seconded. All in Favor. The minutes from the 7/18/11 Regular Commission meeting are adopted.

Mr. O'Brien asked that the Commissioners review the DRAFT minutes from the 8/25/11 Special Commission meeting and asked for discussion or changes. Mr. Niemand moved that the minutes of the 8/25/11 Special Commission meeting be accepted. Mr. Klugman Seconded. All in Favor. The minutes from the 8/25/11 Special Commission meeting are adopted.

REVENUE REPORT

Mr. Blick read through the revenue report and shared information on expected year-end balances.

Committee Reports

EXECUTIVE COMMITTEE – Mr. Peter O'Brien, Chair

The Commissioners reviewed the Winter 2011-12 Snow Removal Contract with Tim's Snowplowing, Inc. Mr. Lubbat made note of the contract's "excessive snowfall" clause, which is included in the event that more than 48 inches of snow falls during the contract. Mr. Klugman made note of the snow removal criteria for SSA #48 sidewalks. Mr. O'Brien asked that the record show that it was requested staff notify 1515 N. Wells of the Snow Removal Contract.

The Commission discussed the Street Cleaning agreement signed with Clean Streets. Mr. Blick has contacted Clean Streets to request a quarterly payment schedule instead of monthly. Mr. O'Brien suggested inviting Clean Streets management to future SSA #48 meetings for quarterly reviews.

The Commission confirmed payment of \$14,000 to Old Town Gardens for labor and annual purchase of streetscape plantings, including Fall plant rotations and Spring bulbs.

The Commission confirmed payment totaling \$102.71 for the production and purchase of twelve (12)

safety vests for street cleaning crews. Original budget allocated was \$300.00.

Mr. Blick and Mr. Barbeau are currently producing the 2011 Annual Report for SSA #48, with a deadline in November 2011. Mr. Blick explained that it is a requirement of the Commission's city grant that all Annual Reports be made public. Mr. O'Brien suggested the Annual Report be sent to the Old Town Merchants Association's Executive Committee, and be posted online at www.oldtownchicago.org.

PUBLIC WAY COMMITTEE – Mr. Dino Lubbat, Chair

Mr. Lubbat directed Commission to a Request For Proposals (RFP) regarding illuminating various elements of the SSA #48 area, including the Old Town Gates and the Historical Markers. Mr. O'Brien recommended getting design input from firms, including lighting options (solar) and placement.

Mr. Lubbat directed Commission to a Request for Proposals (RFP) regarding repainting street-level elements of SSA #48, including ornamental lampposts, trash cans, signposts and bike racks. Mr. Lubbat suggested including an addendum in the RFP about purchasing new trash cans. Mr. O'Brien asked that the record show Mr. Lubbat's suggestion. An additional idea was proposed of adding SSA #48 branding to new street-level elements. Mr. Stone moved that both Public Way RFPs be approved, with final wording of RFPs done at the discretion of Mr. Lubbat, Chair of the Public Way Committee. Mr. Proesel and Mr. Klugman Seconded. All in Favor. The motion to approve Public Way RFPs passed.

COMMUNICATION COMMITTEE – Ms. Linda Gits, Chair [Mr. Don Klugman stood in]

Mr. Klugman discussed the SSA #48 video marketing idea from the 4/18/11 General Commission Meeting. Don suggested that general outreach for media production begin soon. It was noted by Mr. Klugman that the Communications Committee had not had a meeting for some time. Mr. O'Brien agreed to contact Committee Chair, Linda Gits, to affect a Communications Committee Meeting.

RESIDENTIAL COMMITTEE – Mr. Mark Proesel, Chair

Mr. Proesel related to the Commission his Committee's walk-around with the 18th District Police Department. This walk-around was positioned as a safety and security review. The group noted existing and potential security camera positions. Suggestions for additional cameras included: the corner of North Avenue and North Park Street, facing East; Burton Place, facing Southeast; the corner of Schiller Street, facing Northwest; and the corner of Wells Street and North Avenue, facing _____.

ADMINISTRATIVE COSTS – OTMRA

Mr. Niemand moved that SSA #48 approve administrative costs of \$15,189 for Old Town Merchants and Residents Association as the Commission's Sole Service Provider. Mr. Flanagan Seconded. All in Favor. The motion to approve OTMRA administrative costs passed.

ADDITIONAL MOTIONS

Accountant RFP – The Commission discussed changing the annual Accountant RFP to 2-year or 3-year contracts to facilitate RFP process. It was suggested that RFPs be amended to reflect an option-to-renew on the part of the Commission. Mr. O'Brien suggested the final RFP review go to Mr. Niemand, Commission Treasurer. Mr. Klugman moved to approve the Accountant RFP, with conditional

amendments and review by Mr. Niemand. Mr. Lubbat Seconded. All in Favor. The motion to approve the Accountant RFP passed.

Carryover Budget – The Commission discussed carrying over funds from 2011 into 2012 in support of ongoing SSA #48 planning. Mr. Blick relayed suggestions from the City of Chicago that the SSA #48 should not purchase land and that it should report the carryover. Mr. O'Brien suggested the Commission write a letter confirming our verbal understanding with the City of Chicago, and that it be submitted via email, fax and general mail, with a mention of each submission method in the letter. Mr. Niemand moved to approve the carryover of funds from 2011 into 2012. Mr. Flanagan Seconded. All in Favor. The motion to carryover funds passed.

2012 SSA #48 Meeting Schedule – The Commission discussed meeting dates for 2012. Those dates are: Monday, January 9th, 2012; Monday, April 16th, 2012; Monday, July 16th, 2012; and Monday, October 15th, 2012. Mr. Lubbat moved to approve the 2012 SSA #48 General Meeting schedule as is. Mr. Niemand Seconded. All in Favor. The motion to approve the 2012 SSA #48 General Meeting schedule passed.

OLD/NEW BUSINESS

Mr. Proesel asked the commission why the RFP process is done primarily as a 1-year contract. Mr. Blick answered that it is best practice for organizations and also that it is done in order to adhere to the Open Meetings Act.

Mr. Lubbat moved to adjourn the SSA #48 General Meeting for 10/17/11. Mr. Niemand Seconded. All in Favor. The motion to adjourn passed.

The meeting was adjourned at 6:37 p.m. on October 17, 2011.