SSA #48 Commission Meeting DRAFT Minutes O'Brien's Restaurant Second Floor, Oak Room January 09, 2012 5:30 p.m.

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

Barney Flanagan, Gary Niemand, Linda Gits

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

**COMMISSIONERS ABSENT: Mary Quincannon** 

ATTENDING PUBLIC: David Dattalo (The Fudge Pot), Jennifer Tremblay (O'Briens Restaurant)

#### **CALL TO ORDER**

Chairman Peter O'Brien called the meeting to order at 5:43 p.m. then introduced the Board and the Attending Public. Mr. O'Brien 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 10/17/11 Regular Commission meeting and asked for discussion or changes. Mr. Lubbat MOVED that the minutes of the 10/17/11 Regular Commission meeting be accepted. Mr. Niemand SECONDED. ALL IN FAVOR. The minutes from the 10/17/11 Regular Commission meeting are adopted.

## **REVENUE REPORT**

Mr. Blick read through the revenue report and shared information on expenditures/balances. It was noted that \$18,000 has been paid to Tim's Snow Plow for zero-tolerance snow removal. The contract in total is for \$27,000. Mr. O'Brien asked the board their thoughts on the quality of work/presence by Clean Street and its Old Town worker, Willy Davis. Mr. O'Brien suggested Willy Davis could sign in and out at Einstein's Bagels each workday so he is accountable and more people will see him.

### **ACCOUNTANT PROPOSAL**

The office has received three new bids and three re-submissions from local accountants to perform the SSA's annual audit. The two lowest priced bids are those of Ruzicka & Associates and Pacion Ajder P.C. Mr. Blick recommended working with Helen Ajder of Pacion Ajder. Helen currently serves as accountant for the Old Town Merchants and Residents Association. Mr. O'Brien mentioned that Ruzicka was hired for 2011 and missed the city's audit deadline. Pacion Ajder is only \$50 more expensive.

The Commissioners reviewed the proposal evaluation form. Mr. Klugman asked for an explanation of psat negative experience with Pacion Ajder. The negative experience has since been resolved. Mr. O'Brien noted that SSAs often share accountants with their chambers of commerce.

Mr. Niemand mentioned that the SSA wants to have the audit in hand for review earlier than it did the previous year. The audit should be ready by April 1, 2012 for early review by the city and SSA #48. This will ensure that the audit is reviewed and approved on April 16 and submitted on time to the City.

Linda Gits mentioned that the format used by the firm Ruzicka & Associates is the proper format for government accounting submissions and that other SSAs are using the wrong format.

Mr. Flanagan MOTIONED TO APPROVE the selection of Helen Ajder of Pacion Ajder as the 2012 auditor for SSA #48. Mr. Niemand SECONDED. ALL IN FAVOR. The motion passed.

#### **BUDGET REVISION**

The commission discussed methods to review and amend the budget. Helen Ajder will find out exactly what is the expected income for 2012 through 2012. The budget and audit should match up for full use of funds in 2012. SSA #48 cannot legally spend more until the budget is approved. Mr. Dattalo asked for the definition of an EAV in budget. EAV stands for Equalized Assessed Value. Both Ms. Gits and Mr. Niemand noted that SSAs can move money around active categories.

Linda Gits MOTIONED TO APPROVE the revised SSA #48 budget. Mr. Proesel SECONDED. ALL IN FAVOR. The motion passed.

#### **MEETING DATES**

The commission reviewed meeting dates for 2012. Mr. Stone MOTIONED TO APPROVE meeting dates for the 2012 SSA #48 commission. Mr. Lubbat SECONDED. ALL IN FAVOR. The motion passed.

## **EXPIRING TERMS**

Terms for SSA commissioners end in June. Commissioners should begin filing paperwork and considering candidates. Mr. O'Brien requested the office of the Old Town Merchants & Residents Association should contact Assistant Commissioner in the Department of Housing and Economic Development.

Mr. Klugman noted that he would like to continue serving as a commissioner for SSA #48. Mr. Proesel noted that he would like to continue serving as well. Linda Gits noted that she would like to continue serving but could not commit to heading committees that are responsible for budget spending at this time.

# **Committee Reports**

### PUBLIC WAY COMMITTEE - Mr. Dino Lubbat

Several RFPS have been sent out regarding proposed lighting upgrades and street element upgrades in SSA #48. So far, there have been responses from Cleat Slate and Brickman Group. Mr. Dattalo suggested the commission could consider fiberglass base caps that hold color/paint longer. It was mentioned that Sedgwick Street had its street elements updated as a menu item from the 27<sup>th</sup> Ward office.

The Public Way Committee discussed and agreed on a date for their first committee meeting of 2012. The committee will meet on Wednesday, February  $1^{st}$  at 4:30 p.m. The Brickman Group will address the committee at that same meeting – either at 5:00 or 5:30 p.m.

# **COMMUNICATIONS COMMITTEE – Linda Gits**

Linda Gits noted that she may need to step down as head of the Communications Committee.

## **RESIDENTIAL COMMITTEE - Mr. Mark Proesel**

The committee wants to discuss security cameras with management at Catherine Cook School. CCS recently had new security cameras installed. The Residential Committee discussed and agreed on a date for their first meeting of 2012. The committee will meet on Tuesday, February 8, 2012 at 4:30 p.m. with CCS management, followed by a 5:30 p.m. meeting at O'Briens Restaurant.

# **NEW BUSINESS / ANNOUNCEMENTS**

Mr. Proesel asked for updates on the Burton Place development. Mr. O'Brien explained that members of the Commission and members of OTMRA met with architect Dirk Lohan at the offices of the Chicago Department of Transportation to get guidance and determine parameters for the project. Mr. O'Brien mentioned that the CDOT managers with whom the commission met recognized the positioning of the fountain as a potential problem. By extending out into the sidewalk right-of-way it creates a probable ADA-compliance issue. It was also mentioned that the City's Forestry Division doesn't like to remove trees without cause.

Linda Gits MOTIONED TO ADJOURN the January 9, 2012 SSA #48 Commission Meeting. Mr. Stone SECONDED. ALL IN FAVOR. The motion passed.

The meeting was adjourned at 6:32 p.m. on October 17, 2011.