

SSA #48 Board Meeting
Old Town Merchants and Residents Association Office – 1543 N. Wells Street, Lower Level
Tuesday, August 29, 2017 | 3:00pm

MINUTES

Commissioners and Staff present: Peter O'Brien, Dean Lubbat, Don Klugman, Mark Proesel, Caroline Schoenberger (*via conference call*), and Ian M Tobin, Executive Director

Commissioners Absent: David Stone and Judy Erwin

Call to Order

The meeting was called to order at 3:08 pm by Mr. Peter O'Brien.

Roll Call

Quorum.

Discussion on 2018 Sole Service Provider –Mr. O'Brien noted that OTMRA has served as Sole Service Provider for OTMRA since its inception. Mr. Dean Lubbat stated that he was happy with the work that OTMRA does. Mr. Mark Proesel stated that he was very happy with the staff selection made by OTMRA in the past year.

Ms. Caroline Schoenberger MOTIONED TO APPROVE OTMRA as its 2018 Sole Service Provider. Mr. Don Klugman SECONDED. ALL IN FAVOR. The motion was APPROVED.

Discussion on 2017-2018 SSA Reconstitution Contract—Mr. O'Brien initiated a discussion which detailed the selection and interview process that was undertaken by the Reconstitution Selection Committee. The committee vetted two bids that had been received from the Request for Proposals (RFP) for the reconstitution of SSA 48, which shall take place in 2018. One bid was from Teska Associates and the other bid was from PLACE Consulting. Mr. Ian M Tobin detailed the work that was done by staff to compare these bids side-by-side, the reference checks that were conducted to check on each firm's qualifications and reputations, and also the results of fact checking each firm's understanding of the reconstitution process. Mr. Tobin ensured that the committee was provided with all accurate information in order to inform their decision.

Mr. O'Brien informed the Commission that the Reconstitution Selection Committee had recommended to the Full Commission for approval of a contract with PLACE Consulting. There was a discussion on the price proposed by PLACE Consulting. Based on the scope of work and the experience of the OTMRA staff, the Commission felt that PLACE Consulting could come down in their price.

Ms. Lubbat MOTIONED to agree to approve PLACE Consulting's contract at an amount that is not to exceed \$25,000. The Old Town Merchants and Residents Association shall have responsibility

and discretion to negotiate the contract. The motion was seconded by Mr. Klugman. The Commission unanimously voted to APPROVE THE MOTION.

Mr. Tobin inquired as to when the Commission would like to be notified of the result of the negotiations. Mr. O'Brien stated that negotiations should not exceed ten days as the Commission would be eager to get the firm started on the feasibility study, which is due on November 1, 2017.

The Commission then discussed the feasibility of expanding the SSA south of Schiller. Mr. O'Brien mentioned the existence of a TIF on the west side of the street south of Goethe and what impact that might have on an expansion. Mr. Tobin explained the logistics of incorporating a TIF into an SSA and explained how that would affect the levy. Mr. Klugman asked what interest there might be in maintaining the existing boundaries. Mr. O'Brien asked what interest there might be to expand the SSA east along North Avenue.

Adjournment

Mr. Lubbat made a motion to adjourn and was seconded by Mr. Proesel. The meeting was adjourned at 3:35pm.