**SSA #48 Old Town – Commission Meeting
Near North Library Branch (310 W Division Street)
Wednesday, January 10, 2018 | 5:30pm**

**Minutes**

Commissioners and Staff present: Ian M Tobin, Mary McMahon, Dino Lubbat, Peter O’Brien, Don Klugman, Mark Proesel, Carolyn Schoenberger, and Judy Erwin

Commissioners Absent: David Stone

Call to Order and Approval of Minutes

The meeting was called to order at 5:35pm by Peter O’Brien.

Roll Call

Quorum

Introduction of Guests

Jennifer Tremblay, Jeremy Barndt, Tim Gibbons, Bob Friedman, Alex Christenson, Amy Keller, Matt Ebbin

Review of DRAFT MINUTES from SSA 48 Commission Meeting on 10/10/2017

**MOTION TO APPROVE 10/10/17 SSA 48 Commission Meeting Minutes. Ms. Erwin. Seconded by Mr. Proesel. The motion carries.**

Financial Report

Mr. Proesel reported on SSA #48 Old Town’s Financials as of end of the year 2017. Mr. Tobin added that with the revision, the SSA was able to spend more, which is helped minimize what we added to the carryover in 2017.

Committee Reports

Executive Committee – Mr. Peter O’Brien, Chairman

1. Discussion on the status of SSA 28 reconstitution process – PLACE Consulting
	1. Mr. Barndt spoke on behalf of PLACE Consulting. He spoke to what the commission has done already, including the feasibility study, letters of support, and the SSA advisory committee has been formed. All deliverables as required have been met. The SSA application is due on June 15. All materials in hard copy and electronic form needs to be submitted to DPD. The 10% of signatures of support need to be included in this. This commission is farther along than other SSA’s that Mr. Barndt has worked on. SSA #48 will need 125 signatures of support. The goal is to get as many as possible by June 15. An additional 10% of signatures will be needed by August. Two meetings with the advisory committee will need to occur, as well. The next 90 days, PLACE will finalize the PIN database, needs assessment, etc.
		1. Ms. Erwin asked for clarification on number of signatures needed by August. Mr. Barndt clarified that it is 250.
		2. Mr. O’Brien asked for clarification on possible boundaries. Mr. Barndt says Hill to the South of Wells, Division to East to North LaSalle and North onto Clark. It does not need to be formalized at this time, it can be an adaptation as we go on.
		3. Ms. Erwin asked if there was an introduction letter to property owners and the content of the letter. Mr. Barndt made note that this is a requirement and that the commissioners would be writing this as a group.
		4. Mr. Klugman asked about the brochure that was sent out. Mr. Tobin noted that the brochure was sent out already in the last year. Mr. O’Brien asked if that is typical. Mr. Barndt noted that there is a very traditional city process that is in place.
		5. Mr. O’Brien asked about our email lists. Ms. McMahon clarified that our email list that we use is mostly made up of membership and local businesses, but may not necessarily include property owners. Mr. Tobin noted the additional marketing efforts Ms. McMahon has made to made the SSA more well known to the Old Town area, and that we received a mailing list with tax payer information, not just property owners.
		6. Ms. Erwin asked for more information regarding the template of the letter and the logistical process. Mr. Barndt clarified that it is a template, one-sheet document. PLACE Consulting can work on getting the signatures, if needed.
		7. Mr. Proesel added that parking spots are also considered an additional PIN number, and used his building as an example. He offered to announce it at their next building meeting.
		8. Mr. Klugman asked who would be the people to collect these signatures. Mr. Barndt and Mr. O’Brien clarified that they would.
		9. Mr. Tobin listed the members of the advisory committee to the group by request of Mr. O’Brien.
2. Discussion of Contract 2017 Audit Services
	1. Helen Ajder is the current accountant for the SSA and OTMRA. The executive committee met with 3 responses to the RFP that went out. Eilts & Associates was the chosen for the audit services.
	2. Mr. Tobin spoke about Eilts & Associates references and that their specialty is SSA audits on an annual basis. They also help in the summer regarding the budget process for SSAs.
	3. Mr. O’Brien also noted that if Joy is not available, Eilts & Associates has many other CPAs available to assist. It was also most prudent to go with a company that a deeper bench and a separation between the sole serve provider and SSA.
	4. **MOTION TO APPROVE Contract with Eilts & Associates for Audit Services for 2018 for SSA #48 with the option to renew. Ms. Erwin. Seconded by Ms. Schoenberger. The motion carries.**

Residential Committee – Mr. Mark Proesel, Committee Chair

1. Discussion of Contract for Security Services for 2018
	1. AGB has been the security service since 2001, and the other submission was not qualified for service. AGB was interviewed for services this year. They provide service for a great deal of SSAs, and have an AGB academy for training. Mr. Proesel gave an example of AGB’s service on the street. AGB has new cars, but they spend 90% of their time on foot. They also have body cameras. Beginning St. Patrick’s Day, March 16, we have them Fridays at 10:30 p.m. until 3:30 a.m. and Saturday from 11:00 p.m. until 4:30 p.m. for two officers, but they send extras, as needed, for no extra cost.
	2. Mr. O’Brien asked for the price. Mr. Tobin noted that it is $33.65 per hour, per officer. This is up from $31 per hour from the last year. This last year was $49,000 total, so this year will be a little more than that.
	3. **MOTION TO APPROVE Contract for Security Services. Mr. Proesel. Seconded by Ms. Schoenberger. The motion carries.**

Public Way Committee – Mr. Dino Lubbat, Committee Chair

1. Discussion of Contract for litter abatement for 2018
	1. Met with two providers – Clean Street (current) and Clean Slate. There was not a consensus on which company to chose from. The recommendation is presented to the full board to make the decision.
	2. Ms. Erwin asked what the differences were. Mr. Lubbat noted that management was the main difference. Clean Street’s management is not as strong as what Clean Slate may be. Ms. Erwin asked if there would be a deeper bench to go to with Clean Slate. Mr. Lubbat noted that this was yes.
	3. Mr. O’Brien noted that both organizations offer job opportunities to formally unemployable individuals. Some on the committee felt strong that Clean Slate is $5,000 more, that it was worth the cost. Mr. O’Brien noted that his vote went to Clean Slate. Mr. O’Brien asks that Ian work with Marvin with Clean Street to ensure that he continues employment.
	4. Ms. Erwin noted it might be best going into an expansion having a management team that we are comfortable to work with.
	5. Mr. Friedman noted that when he observes the current provider, he feels bad because of their equipment.
	6. Mr. O’Brien noted that Clean Slate would have 3 individuals working, as opposed to 1 with Clean Street. Mr. O’Brien noted that we do not have separate recycling currently, as Clean Slate would be offering this, along with taking the trash with the.
	7. Mr. Klugman noted that they had a higher quality proposal.
	8. Ms. Schoenberg noted that she thought it was good to ensure that the current individual continues employment.
	9. **MOTION TO APPROVE Contract for Clean Slate for litter abatement. Mr. Lubbat. Seconded by Ms. Erwin. The motion carries.**
2. Discussion on snow removal service for 2018 – TSI Snow Plowing
	1. Mr. Gibbons and Mr. Ebbin addressed the commission regarding snow removal. Mr. Gibbons spoke about their history in Chicago. He noted about he SSA #48’s zero tolerance rule, and noted most Chambers of Commerce do not have this and they have a 2-inch trigger. They try to advocate for the community through employment and being patrons at local businesses. Mr. Gibbons apologized for the Christmas Eve snowfall and the lack of response, and noted that they will be out there for icing services this winter to proactively treat this. He noted that they were out this morning to take care of the North Face on North Avenue regarding the temperature of the cement and salted prior to open to business. They are a leader in Chicago de-icing process, and is working on a new process to reduce chlorides and eventual runoff into the waterways. TSI works to pretreat sideways with a brine, and went into the scientific details of this solution. The zero-tolerance rule and weekend snow has been a challenge to meet. They work ahead of time to create a safe barrier for safe walking. There is secured storage at Moody Church for their equipment, so all they need to do is get the team out to the neighborhood. They hosted a snow rodeo to hire and train staff for the season, and he noted the Christmas Eve incidence was a personnel issue. They work with social agencies and churches to hire individuals who have had disruptions in their lives to give them a chance to work in the community.
	2. Mr. Lubbat asked about the rain event tomorrow. Mr. Gibbons noted that they will be actively training and will be treating with granular product at night.
	3. Mr. Gibbons noted that we’ve received 7-8 inches in Chicago, when the average is 38. Old Town has been serviced 8 times to the note the attentiveness to the neighborhood.
	4. Mr. Tobin asked if Mr. Gibbons would be providing a log of when they would be coming out for services. Mr. Gibbons noted that he would give Mr. Tobin access to the web portal.

Communications Committee – Mr. Don Klugman, Committee Chair

1. Discussion of SSA 48 Marketing Programs
	1. The SSA supports the OTMRA in their marketing. Mr. Klugman noted that he works to ensure the SSA is publicized on the website and at OTMRA events. If there are any SSA-specific communication projects to please think of these.

New Business

Adjournment

**Ms. Schoenberger made a motion to adjourn and was seconded by Mr. Proesel. The motion carries, and the meeting was adjourned at 6:43pm.**