**SSA #48 Old Town – Commission Meeting  
Moody Bible Church (1635 N LaSalle Drive, Room 103)  
Wednesday, October 10, 2018 | 5:30pm**

**Minutes**

Commissioners and Staff present: Ian M Tobin - Executive Director, Dino Lubbat, Peter O’Brien, Don Klugman, Mark Proesel, and Caroline Schoenberger

Commissioners Absent: Judy Erwin

Call to Order and Approval of Minutes

The meeting was called to order at 5:32pm by Peter O’Brien.

Roll Call

Quorum

Introduction of Guests

Bob Friedman, Brady Gott from Clean Slate, and Lisa Kidd from Clean Slate

Review of DRAFT MINUTES from SSA 48 Commission Meeting on 07/11/2018

**MOTION TO APPROVE 07/11/18 SSA 48 Commission Meeting Minutes Mr. Lubbat. Seconded by Mr. Klugman. The motion carries.**

Financial Report

Mr. Proesel reported on SSA #48 Old Town’s Financials as of September 30, 2018.

SSA 48 continues to remain in a strong financial position with $144,978.33 in our bank account.

Income as of September 30, 2018: $193,092.50

Money Spent year-to-date includes the following:

Advertising and Promotion: $4,317.00

Operations & Administrative Support: $20,832.40

Public Way Maintenance: $32,186.91

Public Way Aesthetics: $18,584.50

Parking/Transit/Accessibility: $7,723.68

Safety Programs: $29,643.45

District Planning: $23,743.45

Total Expenses: $137,052.94

Net balance to date is: $50,632.77

Committee Reports

Executive Committee – Mr. Peter O’Brien, Chairman

1. Discussion of SSA 48 Reconstitution – Peter O’Brien announced that SSA 48 Old Town would be presenting before the City Finance Committee on November 1, 2018 at 10am. He encouraged all who could attend to do so. Mr. O’Brien explained the importance of having strong representation at that hearing. Don Klugman asked a technical question about the reconstitution regarding the organization’s finances. Ian Tobin answered his question on how the organization finances itself when reconstituting.
2. Review of Modified 2018 SSA 48 Workplan and Budget – Mr. Tobin explained to the Commission that the 2018 SSA Workplan and Budget would need some minor changes made to it before the end of the year to ensure that all of our expenditures are in budget. Mr. Tobin walked the Commission through several minor changes.
   1. **MOTION TO APPROVE the modified 2018 SSA 48 2018 Workplan and Budget by Ms. Proesel. Seconded by Caroline Shoenberger. The motion carries.**
3. Review of our 2019 levy – Mr. Tobin explained that the Commission now needs to approve of its levy for 2019 at 0.33%, which was the rate that the Advisory Committee had presented at the Public Meetings.
   1. **MOTION TO APPROVE our levy for 2019 of 0.33% by Don Klugman. Seconded by Ms. Schoenberger. The motion carries.**
4. Discussion of Payment to OTMRA for Administrative Services – Mr. Tobin walked the Commission through a number of reimbursements to the Sole Service Provider for the second half of the year.
   1. **MOTION TO APPROVE Disbursement of the second half of SSA Non-Service Personnel $15,000 to OTMRA by Mr. Lubbat. Seconded by Ms. Schoenberger. The motion carries.**
   2. **MOTION TO APPROVE payment of $375 to OTMRA for office equipment leasing and maintenance by Mr. Lubbat. Seconded by Ms. Schoenberger. The motion carries.**
   3. **MOTION TO APPROVE payment of $250 to OTMRA for office printing Mr. Lubbat. Seconded by Ms. Schoenberger. The motion carries.**
   4. **MOTION TO APPROVE payment of $250 to OTMRA for postage Mr. Lubbat. Seconded by Ms. Schoenberger. The motion carries.**
   5. **MOTION TO APPROVE reimbursement of $1,000 to OTMRA for conferences & training Mr. Lubbat. Seconded by Ms. Schoenberger. The motion carries.**
5. Discussion of 2019 SSA 48 Regular Commission Meeting Schedule – Mr. Tobin walked the Commission through the proposed schedule for 2019. The Commission selected the following dates at 5:30 pm – January 9, April 10, July 10, October 9
   1. **MOTION TO APPROVE 2019 SSA 48 Regular Commission Meeting Schedule by Mr. Lubbat. Seconded by Ms. Schoenberger. The motion carries.**
   2. Chair notes that the location is TBD. Mr. O’Brien thanked all of our venues for their generous donations of space over the years.

Public Way Committee – Mr. Dino Lubbat, Committee Chair

1. Discussion of 2018 and 2019 Sidewalk Snow Removal Services – Mr. Lubbat discussed the bid received from TSI for 2018 and then another bid for 2019 in the expansion area.
   1. **MOTION TO APPROVE 2018 Snow Removal Services Contract by Mr. Lubbat. Seconded by Mr. Proesel. The motion carries.**
   2. **MOTION TO APPROVE 2019 Snow Removal Services Contract by Mr. Lubbat. Seconded by Mr. Proesel. The motion carries.**
2. Discussion of 2018 Sidewalk Litter Abatement Services – Brady Gott and Lisa Kidd from Clean Slate talked about the 2018 service season in Old Town and provided some numbers on their successes. Mr. O’Brien asked them to explain a little bit more about who they hire. They explained that they hire people re-entering the workforce who use this job to gain skills and experience to then go off and find another job in the workforce.
3. Discussion on the second half of landscaping for 2018
   1. **MOTION TO APPROVE reimbursement of $15,084.50 to the OTMRA for Landscaping and within the SSA by Ms. Schoenberger. Seconded by Mr. Proesel. The motion carries.**

Residential Committee – Mr. Mark Proesel, Committee Chair

* + - 1. Discussion of Security Services – Mr. Proesel talked about how AGB Investigative Services was on duty in Old Town following the Van Dyke ruling at the direction of the Commission at the advice of the 18th Police District. They were stationed that afternoon on the street with a few extra officers to supplement the robust police response.

Communications Committee – Mr. Don Klugman, Committee Chair – Mr. Ian Tobin gave the report

Discussion of Marketing and Communications—Mr. Kulgman recommended the production of a new SSA Annual report to be mailed out as well as hosting a free party for residents in the expansion area to introduce the SSA Commission.

Discussion the reimbursement of the OTMRA for newly branded vests for contract workers.

**MOTION TO APPROVE reimburse the OTMRA for $630 for the purchase of vests for contract workers by Mr. Klugman and seconded by Ms. Schoenberger. Motion carries.**

New Business

Adjournment

Mr. Lubbat made a motion to adjourn and was seconded by Mr. Proesel. The motion carries and the meeting was adjourned at 6:40pm.