**SSA 48 Old Town – Regular Commission Meeting  
Wintrust Bank Old Town (100 W North Ave)  
Wednesday, April 10, 2019  
5:30 p.m.**

**Minutes**

Commissioners and Staff present: Ian Tobin, Sam Waldorf, Dino Lubbat, Peter O’Brien, Mark Proesel, Don Klugman, Alex Christenson, and Caroline Schoenberger

Commissioners Absent: Judy Erwin

Call to Order and Approval of Minutes

The meeting was called to order at 5:40pm by Peter O’Brien.

Roll Call

Quorum

Introduction of Guests

Joy Coombs, Amy Lemar, Jennifer Tremblay, Kevin Salmon, Tim Gibbons, and Horacio Restrepo

Review of DRAFT MINUTES from SSA 48 Commission Meeting on 01/09/2019

* 1. **MOTION TO APPROVE 01/09/19 SSA 48 Commission Meeting Minutes. Mr. Don Klugman. Seconded by Mr. Alex Christenson. The motion carries.**

Financial Report

Mr. Proesel reported on SSA #48 Old Town’s Financials as of March 31, 2019.

Present Account Balance: $83,443.58; Income to date: $14,937.15

Expenses:

Operational and Administrative Support: $225.00

Public Way Maintenance: $75,637.32

Park/Transit/Accessibility: $1,560.00

Safety Programs: $5,765.00

Total Expenses: $84,937.15

Net Income: $14,937.15

Committee Reports

Executive Committee – Mr. Peter O’Brien, Chairman

1. Discussion of 2018 Audit: Presentation by Joy Coombes, Eilts & Associates
   1. Ms. Coombes reviewed the report that was created for 2018. There was a clean opinion of the report with disclosure of the previous auditor. She noted that the SSA can expect a 150% increase in revenue with the expansion. As part of that, she recommended increasing administrative expenses to ensure that this revenue be spent on upcoming project. Specifically, by hiring a full time SSA program manager. Mr. O’Brien stated that it was the opinion of the Chair that the OTMRA’s staff was adequate in managing the affairs of the SSA.
   2. **MOTION TO APPROVE 2018 Audit. Mr. Klugman. Seconded by Mr. Proesel. The motion carries.**
2. Discussion of SSA Reconstitution & Expansion Financing
   1. Mr. Ian Tobin detailed rules around the SSA expenditures in the expansion area. He explained that the SSA must offer services to the full expansion area. At the same time, the full assessment does not come in until August 2019. With this in mind, the OTMRA has agreed to cover expenses on behalf of the SSA after the SSA has spent down their funds.
   2. **MOTION TO APPROVE the agreement with the OTMRA Mr. Proesel. Seconded by Mr. Christenson. The motion carries.**

Public Way Committee – Mr. Dino Lubbat, Committee Chair

1. Discussion on snow removal service for 2018: Presentation by Mr. Tim Gibbons, TSI Snow Plowing
   1. Mr. Gibbons introduced himself and gave an overview of the service provided for the most recent winter. He noted that due to a high frequency of storms, the snow removal contract was now out of scope. The SSA agreed to continue to pay per push.
2. Discussion on Landscaping & holiday decorations for 2019
   1. **MOTION TO REFER the OTMRA to agree to negotiate a maintenance agreement for the flowerbed planters currently maintained by 1225 Old Town (1225 N Wells Street) on the Wells Street Public Right of Way back to Committee by Caroline Schoenberger. Seconded by Mr. Lubbat. Motion Carries.**

Residential Committee – Mr. Mark Proesel, Committee Chair

1. Discussion of Security service for 2019
   1. Mr. Proesel discussed the contract with AGB and their services to the neighborhood. He also noted the off-duty officers for the weekend. They come to two of our meetings to report updates. They started on March 16 and will go to January 1.
      1. Mr. Kevin Salmon presented an update on their services. He detailed how effective the daytime security has been for the retailers.

Communications Committee – Mr. Don Klugman, Committee Chair

1. Discussion of SSA 48 Annual Report.
   1. Mr. Don Klugman was very happy with the OTMRA staff’s annual report for the SSA. He directed everyone to review it in their packet.
2. Discussion on an SSA Social
   1. Mr. Klugman reiterated that he would like to see a social held in the expansion area to welcome residents into the expanded SSA.

New Business

Ms. Schoenberger explained that Wells Street lacks accessible curb cuts in the middle of the street. This concern was echoed by Mr. Klugman. Mr. O’Brien directed the OTMRA Staff to look into what needs to be done to get curb cuts.

Adjournment

Mr. Klugman made a motion to adjourn and was seconded by Mr. Proesel. The motion carries and the meeting was adjourned at 6:48pm.