

**SSA #48 Old Town – Commission Meeting  
Cornerstone Center (1111 N. Wells Street, RM 407 Chicago, IL)  
Wednesday, October 29, 2019 | 5:00pm**

**Minutes**

Commissioners and Staff present: Judy Erwin, Don Klugman, Dino Lubbat, Peter O'Brien, Mark Proesel, Alex Christenson, Ian M Tobin - Executive Director, and Sam Waldorf – Marketing & Membership Coordinator

Commissioners Absent: Caroline Schoenberger

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, Jennifer Tremblay, Theron May, Lisa Kidd from Clean Slate

Review of DRAFT MINUTES from SSA 48 Commission Meeting on 07/11/2019

**MOTION TO APPROVE 07/11/19 SSA 48 Commission Meeting Minutes Mr. Alex Christenson. Seconded by Ms. Judy Erwin. The motion carries.**

Financial Report

Mr. Mark Proesel reported on SSA #48 Old Town's Financials as of September 30, 2019. He noted that the SSA began receiving disbursements from the newly expanded SSA in late July. The SSA Commission was able to strategically manage its finances through the summer when a shortfall was projected and did not need to borrow from the Sole Service Provider to pay for regular services for the district. Mr. Proesel commended the Commission for their guidance.

Present Account Balance: \$311,766

Revenue to date: \$473,738

Expenses:

Advertising and Promotion: \$2,050

Operational and Administrative Support: \$3,820

Public Way Maintenance: \$138,013

Park/Transit/Accessibility: \$3,300

Safety Programs: \$55,482

Total Expenses: \$222,916.45

Net Position: \$243,260

## Committee Reports

### Executive Committee – Mr. Peter O’Brien, Chairman

1. Review of 2020 levy – Mr. Ian M Tobin explained that the Commission needs to approve of its levy for 2020 at 0.24%, which is the rate that the 2020 SSQ 48 Workplan and Budget is based on.
  - a. **MOTION TO APPROVE our levy for 2020 of 0.24% by Don Klugman. Seconded by Ms. Erwin. The motion carries.**
2. Review of Modified 2019 SSA 48 Workplan and Budget – Mr. Tobin explained to the Commission that the 2019 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.
  - a. **MOTION TO APPROVE the modified 2019 SSA 48 2018 Workplan and Budget by Ms. Erwin. Seconded by Mr. Christenson. The motion carries.**
3. Discussion of Payment to OTMRA for Administrative Services reimbursements – Mr. Tobin walked the Commission through a number of reimbursements to the Sole Service Provider for all of the 2019 fiscal year.
  - a. **MOTION TO APPROVE reimbursement of \$51,850.00 in administrative reimbursements to the OTMRA by Mr. Klugman. Seconded by Ms. Erwin. The motion carries.**
4. Discussion of 2020 SSA 48 Regular Commission Meeting Schedule – Mr. Tobin walked the Commission through the proposed schedule for 2020.
  - a. **MOTION TO APPROVE 2020 SSA 48 Regular Commission Meeting Schedule by Ms. Erwin. Seconded by Mr. Lubbat. The motion carries.**
  - b. Chair notes that the location is TBD, but should strive to alternate between the north end of the corridor and the south end of the corridor. 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 the 2020 Sidewalk Snow Removal Service – Mr. Lubbat discussed the bids received from TSI and Tovar for the 2019-2020 service. The Committee’s recommendation was to approve Tovar’s contract.
  - a. **MOTION TO APPROVE 2019-2020 Snow Removal Services Contract with Tovar by Ms. Erwin. Seconded by Mr. Christenson. The motion carries.**
2. Discussion on the second and final reimbursement of landscaping services for 2019. Mr. Lubbat detailed what landscaping services are offered. He mentioned that the Committee has recommended
  - a. **MOTION TO APPROVE reimbursement of \$16,750.00 to the OTMRA for Landscaping by Ms. Erwin. Seconded by Mr. Klugman. The motion carries.**
  - b. **MOTION TO APPROVE an additional \$10,000 for holiday decorations by Mr. Lubbat. Seconded by Mr. Christenson. Motion carries.**
  - c. **MOTION TO APPROVE an additional \$6,000 for spring time plantings by Mr. Christenson. Seconded by Mr. Lubbat. Motion carries.**
3. Discussion of 2018 Sidewalk Litter Abatement Services – Lisa Kidd from Clean Slate talked about the 2019 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.

### Residential Committee – Mr. Mark Proesel, Committee Chair

1. Discussion of Security Services – Mr. Proesel gave an overview of AGB Investigative Service’s performance so far in the 2019 year. He detailed the effectiveness of the daytime security service that is offered to help retailers.

Communications Committee – Mr. Don Klugman, Committee Chair

1. Discussion on sponsorship on production of the OTMRA's shop local bingo card promotion—Mr. Klugman and Mr. Tobin gave details on the OTMRA's shop local bingo card promotion for the holiday season and recommended at \$500 sponsorship.
  - a. **MOTION TO APPROVE a sponsorship for the OTMRA's Bingo Card Promotion totaling \$500.00 by Ms. Erwin. Seconded by Mr. Lubbat. Motion carries.**
2. Discussion on sponsorship on production of the OTMRA's LiveWell Week promotion—Mr. Klugman and Mr. Tobin gave details on the OTMRA's LiveWell Week promotion which offers a series of promotions and events featuring Old Town's health and wellness businesses and recommended at \$500 sponsorship.
  - a. **MOTION TO APPROVE a sponsorship for the OTMRA's LiveWell Week Promotion totaling \$500.00 by Mr. Klugman. Seconded by Mr. Proesel. Motion carries.**
3. Discussion on sponsorship on production of the OTMRA's Small Business Saturday promotion—Mr. Klugman and Mr. Tobin gave details on the OTMRA's Small Business Saturday promotion which seeks to drive foot traffic to retailers the Saturday after Thanksgiving and recommended at \$500 sponsorship. Mr. Tobin explained that this event is put on by American Express and those participating chambers that hold a promotion of some sort will receive an in-kind sponsorship from American Express.
  - a. **MOTION TO APPROVE a sponsorship for the OTMRA's Small Business Saturday Promotion totaling \$500.00 by Ms. Erwin. Seconded by Mr. Lubbat. Motion carries.**
4. Discussion on sponsorship on production of the OTMRA's 2019 Holiday Guide—Mr. Klugman and Mr. Tobin gave details on the OTMRA's 2019 Holiday Guide and recommended at \$250 sponsorship.
  - a. **MOTION TO APPROVE a sponsorship for OTMRA Holiday Guide sponsorship totaling \$250.00 by Mr. Proesel. Seconded by Mr. Christenson. Motion carries.**

New Business

Adjournment

Mr. Klugman made a motion to adjourn and was seconded by Ms. Erwin. The motion carries and the meeting was adjourned at 6:31pm.