



— OLD TOWN —
SPECIAL SERVICE
— AREA 48 —

SSA 48 Old Town –Commission Meeting Agenda & Meeting Minutes
Wednesday, April 19, 2023
5:30 pm via Zoom

<https://us02web.zoom.us/j/87334914256?pwd=aWNpOWFwUzZzeWhQcVRVVzZtVVpSZz09>

Meeting ID: 873 3491 4256

Passcode: 008303

One tap mobile

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Commissioners In Attendance:

Chair Peter O'Brien, Vice Chair Judy Erwin, Treasurer Mark Proesel, Secretary Jennifer Tremblay, Commissioners Don Klugman, Alex Christianson, Caroline Shoenberger (Quorum is present)

Staff:

Marcy Huttas, OTMRA Executive Director, Mark Friedman contracted CPA/bookkeeper for OTMRA/SSA 48

Invited Guests Presenting:

Cary Hall, Auditor

EG Security - Eric German, Laurana Coleman, Shamaree Coleman, Josh Leon

Members of the public:

Pam Farley (OTMRA Board President), Adam Silverstein (Garfield's Beverage), Ariel Kerman (property owner), Amy Keller (Resident), Amy Lemar (Wintrust), Bob Block (Resident and OTMRA board member), Kristan Vaughan (OTMRA board treasurer), Bob Friedman (Resident)

AGENDA

1. Call to Order 5:31 PM by Chair Peter O'Brien

Pursuant to the applicable law and determination that attendance by remote means is necessary because an in-person meeting is not practical or prudent due to the declared public health disaster caused by COVID-19, this meeting is conducted by videoconference

2. Roll Call - Present: Peter O'Brien, Judy Erwin, Mark Proesel, Jennifer Tremblay, Caroline Shoenberger, Don Klugman, Alex Christianson

3. Introduction of Guests

- EG Security - Introduction by Mark Proesel, Residential Committee
- Auditor Cary J Hall – Introduction by Chair Peter O'Brien, Executive Committee

4. Public Comment

Guidelines for Public Comments

1. The goal of public comment is to ensure that the voices of the community are heard on matters pertaining to the work of SSA #48. The SSA #48 Commission is not required to provide immediate response to questions or concerns presented
2. Public input will be available at the start of the committee meeting. The opportunity to speak will be available for all in attendance, however, speaking time may be limited depending on the number of attendees wishing to speak. The commission will aim to limit this portion of the meeting to no more than 15 minutes.
3. All those wishing to speak during the public input portion of the meeting **should make a request in advance by contacting OTMRA at otmra@oldtownchicago.org**
4. The public input section of any SSA meeting will proceed according to Robert's Rule of Order, most importantly:
 - a. No attendee may speak twice until everyone else wishing to speak has spoken once
 - b. All remarks must be directed to the meeting chair
 - c. Remarks must be courteous in language and department avoiding all personal remarks and never alluding to others by name or to motives
 - d. One person may speak at a time. If not, the presiding officer may call them out of order

No public comments

5. Guest Presentations:

Guest Presentation by EG Security (Previously introduced by Mark Proesel, Residential Committee)

Laurana Coleman gave an overview and spoke about cooperation with the 18th district. Caroline Shoenberger asked what would be recommended if there is an incident in Old Town like that that occurred downtown. Laurana replied that EG's approach is to support & collaborate with the 18th district to support them. Peter O'Brien asked if EG can monitor social media and coordinate with the OTMRA security committee, and Mark Proesel suggested EG find out if 18th district has social media monitoring that can be shared. Laurana said that groupme app communication has been helpful in sharing information with Old Town Businesses.

Resident Amy Keller stated that people coming to the neighborhood often cause noise & significant disturbance around Burton Park. Peter O'Brien suggested that the OTMRA security committee schedule a meeting soon.

Marcy mentioned that an event will be planned with EG where the public can meet EG security.

6. Review and Approval of draft Commission meeting MINUTES from the SSA #48 Q1 Commission meeting on Jan 18, 2023, and Special Commission meeting on March 14, 2023

- a. **MOTION 1 TO APPROVE 1/18/23 SSA 48 Q1 Commission Meeting Minutes**
- a. **MOTION 2 TO APPROVE 3/14/23 SSA Special Commission Meeting Minutes**

Alex Christianson made a motion to approve the meeting minutes from 1/18/23 and the meeting minutes from 3/14/23 as presented. Don Klugman seconded the motion. Six commissioners voted in favor and Commissioner Judy Erwin was initially unable to vote virtually, but later in the meeting stated that she also voted in favor. The motion unanimously passed.

7. **Financial Report** –Mark Proesel, Treasurer

SSA bank balance as of Wed 4/18/23 PM = \$639,415.51

Tax payments in Dec 2022 = \$222,583.76

Tax payment receipts YTD = \$372,896.83 since Jan 1, 2023

Authorized tax rate to generate levy 0.1824%

8. **Committee Reports**

Public Way Committee - Alex Christenson, Committee Chair

Alex explained that an RFP for Power Washing was released and 4 proposals were submitted. Clean Slate’s proposal was significantly lower than the others. This may be because of their labor force, that they are a non profit, and they are looking to expand their pressure washing business. ED Marcy Huttas checked references for power washing with Roger’s Park Business Alliance and Wicker Park Bucktown SSA 33. Alex also acknowledged that we have an existing relationship with Cleanslate for litter abatement.

Guest Ariel Kerman asked if there could be the possibility to use funds to power wash the alley also. Peter O’Brien and Alex Christianson stated that OTMRA could confirm the boundaries of the SSA area and if funds can be used for services in the alleys and that the current motion does not include alleys.

i. Power Washing RFP

MOTION 3 to approve power washing to engage Clean Slate for a contract for \$6,000 with an option for additional seasonal power washing for \$3,100 and an option to renew in 2024 per RFP responses.

Judy Erwin so moved the motion. Don Klugman seconded the motion.

All unanimously voted in favor of the stated motion. The motion unanimously passed.

ii. Chicago Sculpture Exhibit Installation – Marcy explained that Commissioner Jennifer Tremblay & OTMRA Board President Pam Farley participated in a process of expressing interest in sculptures. Marcy explained that SSA 48 Old Town was then assigned the sculpture selected as second choice, which is a success. This sculpture looks like colorful drops of water coming down to the ground, involves no actual water, and should be installed in May in the sidewalk area by Burton Place Park.

Executive Committee – Peter O’Brien, Chairman

- i. Reimbursement to OTMRA for personnel expenses for the first half of 2022
MOTION 4 to approve reimbursement to OTMRA for personnel expenses for the first half of 2022 for \$32,800 (50% of \$65,600 budgeted)

Judy Erwin so moved the motion. Jennifer Trembly seconded the motion. All unanimously voted in favor. The motion unanimously passed.

- ii. 2023 SSA #48 Audit

Cary Hall presented his company Cary G Hall and Associates, which specializes in nonprofits and does audits currently for about 9 SSAs. Cary stated that the SSA #48 audit is due to the City of Chicago by May 1. After an RFP process, at the March 14, 2023 Commission meeting, the commission had voted to approve Cary Hall as the SSA #48 audit provider for the 2022 audit at a cost of \$3,100.

Cary Hall reviewed the audit format as required by the City. The audit was shared with the Commissioners in advance. Cary Hall did not find any exceptions and is giving an unqualified opinion, which is the highest opinion with no audit findings.

Page 3 of the Audit was shared. Cary reviewed the Statement of Net position at Dec 31, 2022 & 2021 and the “income statements” for the same time periods.

Jennifer Tremblay noted that Cary Hall’s description of the SSA boundaries audit are from prior to the 2019 reconstitution and need to be updated before the audit is submitted.

Cary Hall spoke about carry-over. He noted that the carry over for 2020 to 2021 was in excess of 25% but that was not the case in 2022. He stated that information was provided to him very timely and that QuickBooks records were clean and easy to understand. Cary noted that he would add text that the excess carry-over in the past was during the pandemic.

MOTION 5 to approve the 2022 SSA #48 Audit as prepared by & presented by auditor Cary J Hall conditioned on updated boundary and comment on carryover regarding pandemic year 2021

So moved by Mark Proesel. Seconded by Caroline Schoenberger. All voted in favor, the motion unanimously passed.

9. Planning for 2024 SSA 48 Budget and any 2023 budget amendments noted

- City of Chicago deadline: June 2 due date for draft budget; July 15 due date for final budget & any 2023 amendments
- Committee meetings over the next month to discuss budget including usual services & any proposed capital projects
- Scheduling of Special Commission meeting to discuss & review budget

10. Proposal of New Executive Committee Officers

Peter O'Brien thanked all of the Commissioners and SSA Executive Directors for their support in his position as SSA Chairman and made a **MOTION (6) to approve new Executive Committee Officer Roles**: Jennifer Tremblay - Chair; Peter O'Brien - Vice Chair; Mark Proesel - Treasurer; Judy Erwin - Secretary.

So moved by Don Klugman. Seconded by Alex Christianson. All voted in favor. The motion unanimously passed.

New Chair Jennifer Tremblay said a few words as the new Chair and that she looks forward to working with the team. Caroline thanked Peter for his leadership.

11. New Business

12. Adjournment: Peter O'Brien made a motion at 6:45 to adjourn the meeting. Mark Proesel seconded the motion. All voted in favor. The meeting was unanimously adjourned.