



## SSA 48 Old Town –Commission Meeting AGENDA

Wed. Oct 11, 2023

5:30 pm

*Hybrid Meeting: In person at Moody Church at 1635 N LaSalle Visitor Center with a zoom option*

<https://us02web.zoom.us/j/84207869208?pwd=aFJIWjZuQUVCaHRQd3hnL1JsRk1Edz09>

Meeting ID: 842 0786 9208

Passcode: 269952

Dial by your location

+1 312 626 6799 US (Chicago)

### AGENDA

#### 1. Call to Order

On May 11, 2023, the last statewide disaster proclamation relating to the COVID-19 pandemic expired. The OMA now requires that a quorum of members of a public body must be physically present at the location of an open meeting, allowing for other members to be remote; also allowing for the public to attend meetings in person or virtually

#### 2. Roll Call

##### Commissioners:

Jennifer Tremblay, Chair  
Peter O'Brien, Vice-Chair  
Mark Proesel, Treasurer  
Judy Erwin, Secretary  
Caroline Shoenberger  
Alex Christianson  
Don Klugman  
Bob Block

##### Members of the Public:

##### Staff:

Marcy Huttas; Executive Director  
Kaylee Fowler; Marketing, Social Media, & Engagement Consultant

#### 3. Introduction of Guests

Ryan Story, B & B Maintenance  
Eric German & Laurana Coleman, EG Security

#### 3. 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](mailto: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

#### **4. Guest Presentation:**

Guest Presentation by Ryan Story, B & B Maintenance

Guest Presentation by Eric German & Laurana Coleman, EG Security

#### **5. Review and Approval of Commission meeting minutes** from the July 11, 2023 SSA #48 Commission meeting

##### **MOTION 1 TO APPROVE 7/11/23 SSA 48 Commission Meeting Minutes**

#### **6. Financial Report** – Mark Proesel, Treasurer

#### **7. Committee Reports & Motions**

##### **Executive Committee Motions to move funding between line items for 2023 budget – Jennifer Tremblay, Chair**

Total 2023 Budget remains at \$589, 466 and levy at \$553,558 - No change

Motions 2 & 3 below are to move funding within Economic & Business Development 4.0 so funding is available for Economic Development & Business Development motion to be made by that committee

**MOTION 2** to move \$1,125 to from 4.01 Site Marketing to 4.06 Strategic Planning

**MOTION 3** to move \$4,875 from 4.10 Vacant Storefront Program to 4.06 Strategic Planning

Motion 4 below is to move funding within 6.0 SSA Management so funding is available to reimburse OTMRA 50% of anticipated office relocation and rent expenses per a motion to be made by the Executive Committee.

**MOTION 4** to move up to \$8,000 from line items 6.01 annual report, 6.03 Bookkeeping, 6.06 office supplies, 6.09 postage, 6.10 Comm Meeting/trainings, and 6.18 conferences & training to 6.04 office rent.

### **Public Way Committee Report & Motions** - Jennifer Tremblay or Alex Christianson

**MOTION 5** to approve contracting with B&B Maintenance for 2023-2024 Winter Season Sidewalk Snow Removal for a zero-tolerance services using the application of Sodium Chloride (Rock Salt) for sidewalk ice mitigation for \$116, 650 from line item 2.11 Snow Removal.

**MOTION 6** to approve contracting with Old Town Gardens for 2023 Holiday Decorations for the SSA area for up to \$35,000 from line item 1.06 Holiday Decorations.

**MOTION 7** to amend the contract with Clean Slate to add one additional month of after Dark Services (Thurs and Sun between 5-10 PM) at a cost of \$3,800 per month from Line item 2.08 litter abatement. (already contracted for After Dark Services Aug-Oct; adding November service)

### **Updates**

- Refurbishment of approximately 31 bike racks by Soberanis construction was approved at the July commission meeting for up to \$2,700 and will be completed in October.
- A second Power Washing by Clean Slate for \$3,100 was already approved by the commission at the April Commission meeting and will be completed in October.

### **Economic Development Committee Report** - Caroline Shoenberger

**MOTION 8** to approve contracting with Lakota Group for up to \$6,000 for Wells Street Corridor Plan Updates / Market Updates and Implementation recommendations from line item 4.06 pending the approval of the SSA #48 Economic Development Committee.

### **Marketing & Communications Committee Report** - Jennifer Tremblay

**MOTION 9** to approve up to \$500 for purchase of an Old Town Banner and French & American Flags for Neighborhood Branding during the Chicago Marathon from line item 1.08 Marketing

**MOTION 10** to approve \$500 in SSA #48 sponsorship to Friends of Franklin School to support Franklin School's choir performance at the Nov 16th Holiday Tree Lighting from line item 1.02.

### **Residential Committee Report** - Mark Proesel

No Motions

**Executive Committee Report & Motions (continued)** - Chair Jennifer Tremblay

**MOTION 11** to approve the second 2023 reimbursement to Sole Service Provider OTMRA for Personnel expenses for \$32,800 as allocated in the 2023 SSA #48 approved Budget.

**MOTION 12** to approve up to \$8,000 in reimbursable expense to OTMRA for 50% of incurred expenses related to office relocation and rent from category 6.0 SSA Management (line item 6.04 office rent). Total approved budget \$ in 6.0 SSA Management remains the same.

**MOTION 13** to nominate Jennifer Tremblay and Judy Erwin to serve on the search committee to assist in vetting applicants for a program manager position for SSA #48, that will be hired by OTMRA with a target date of January and is in the SSA #48 2024 budget.

**MOTION 14** to approved Committee and Commission planned meeting dates for 2024:

- Executive: 1.11 – 4.11 – 6.27 – 10.10
- Commission: 1.17 – 4-17 – 7.10 – 10.16
- 2025 Budget Public Meeting: May 2024 as needed

8. New Business

9. Adjournment