



SSA 48 Old Town –Commission Meeting

AGENDA and MEETING MINUTES

Tuesday, July 11 2023

5:30 pm

Hybrid Meeting: In person at OTMRA office at 1543 N Wells Lower Level with a zoom option

<https://us02web.zoom.us/j/81470174931?pwd=d1YycVE5QnV4VG4rVnR2VzhoWEtTQT09>

Meeting ID: 814 7017 4931

Passcode: 580485

Dial by your location

+1 312 626 6799 US (Chicago)

AGENDA

1. Call to Order at 5:37pm by Chair Jennifer Tremblay

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 present in person: Jennifer Tremblay, Peter O'Brien, Mark Proesel, Judy Erwin, Don Klugman

Commissioners present remotely: Caroline Shoenberger, Alex Christenson

Staff Present: Marcy Huttas, OTMRA Executive Director; Samara Woolfolk, hourly admin support

Public Present in person: Karen Kane (18th District Council) Jeremiah Posedel, Christopher Donovan, Sara Plockner, Pam Farley, Giulia Sindler, Ariel Kerman, Bob Friedman

Public Present remotely: Amy Keller, Laurana Coleman (EG Security), Bob Block, Sean Sullivan, Kristen Field, Chris Ryan, Matt Doherty, James Dattalo.

3. Introduction of Guests & Presentation

Karen Kane, 18th District Police Council Representative – Presented on 3 topics, 18th District Police Council. Higher Body and Security camera information for property owners.

1. What is the role of the 18th District Police Council? – To improve the relationship between the police of 18th district and residents of 18th district. To engage the community in public safety initiatives. They have no budget spending approval or proposal. This council focuses on community organizing in the 18th district. Each month an event will move to another location in the Old Town district.
2. The Community Commission for Public Safety & Accountability will be submitting their top 3 candidates for Chicago Police Department superintendent to Mayor Brandon Johnson on Thursday. The 18th District Police Council nominates 2 people for one of the 7 positions of CCPSA. Looking for more members between the ages 18 – 25.
3. Security Camera information - Office of emergency Management has information on cameras.
There are two ways to get a camera registered for police access
 - Register your camera -
 - Have a Direct install – The most costly option**Additional Public comment** - Property owners expressed that installation of cameras requires too much individual responsibility and they would be more open to participating in a turn-key type program that has a professional that could be the point person for installation and set up.

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**
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

Public comment (requested in advance): Resident Amy Keller

- requesting more transparency about where money is being moved from. Asking that money be reconsidered from being taken away from the vacant storefront program because it is needed and necessary.
- Noise violations are not being effectively corrected or enforced since 2019 – Amy is speaking on behalf of respective neighbors she has spoken to. Amy expressed that the violations are only getting worse.

Public Comment (not requested in advance) Ariel Kerman – What does it take to enforce the noise violations?

4. Guest Presentation:

Guest Presentation by Karen Kane, 18th District Police Council Representative

5. Review and Approval of Draft Commission meeting minutes from the April 19, 2023 SSA #48 Commission meeting

- **MOTION 1 TO APPROVE 4/19/23 SSA 48 Commission Meeting Minutes**
 - **Judy Erwin made a motion to approve the 4/19/23 meeting minutes. Don Klugman 2nded the motion. All voted in favor. The motion unanimously passed.**

6. Financial Report – Mark Proesel, Treasurer

2023 Levy \$553,558 (2022 Taxes)
2023 Budget \$589,466
SSA Bank Balance as of 6/30/2023 = \$512,440.58

Income since Jan 1 2023 = \$372,616.91 which includes income from prior years

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

- **MOTION 2** to move \$2,700 to 2.05 streetscaping from 2.12 pressure washing for refurbishment of approx. 31 bike racks by Soberanis construction
 - **Peter O'Brien made the motion. Judy Erwin 2nded the motion. All voted in favor. The motion unanimously passed.**
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- **MOTION 3** to move \$11,400 to 2.08 sidewalk maintenance from 2.11 snow removal to fund Clean Slate after Dark services for 3 months @ \$3,800 per month)
 - **Don Klugman made the motion. Mark Proesel 2nded the motion. All voted in favor. The motion unanimously passed.**
- **MOTION 4** to move \$1,900 to 6.03 bookkeeping from 6.02 audit and \$3,200 to 6.03 bookkeeping from 1.09 Digital marketing rebate to fund bookkeeping at a total of \$6,600 for 2023.

- **Mark Proesel made the motion. Judy Erwin 2nded the motion. All voted in favor. The motion unanimously passed.**
- **MOTION 5** to move \$368.75 to legal expense 4.11 (new category- budget amendment) from 1.09 Digital marketing rebate for expenses related to landscaping agreement with 1225 N Wells.
 - **Don Klugman made the motion. Mark Proesel seconded the motion. All voted in favor. The motion unanimously passed.**
- **MOTION 6** to move \$950 from 1.09 digital marketing to 6.20 office cleaning (50%) (new line item/budget amendment) to cost share office cleaning expense
 - **Mark Proesel made the motion. Judy Erwin 2nded the motion. All voted in favor. The motion unanimously passed.**
- **MOTION 7** to move \$2,000 to 6.17 Liability/Property Insurance (new item/budget amendment) from 2.12 power washing for cost sharing of DNO, gen liability, property insurance, and workers comp for 2023
 - **Don Klugman made the motion. Mark Proesel seconded the motion. All voted in favor. The motion unanimously passed.**
- **MOTION 8** to move \$5,125 to 6.18 training and conference from 4.10 vacant storefront program to fund attendance for up to 5 SSA 48 commissioners at the IDA conference in Chicago in Oct 2023
 - **Don Klugman made the motion. Judy Erwin 2nded the motion. All voted in favor. The motion unanimously passed.**
- **MOTION 9** to correct 7.01 Executive Director “Linda Fleener” showing in budget to “Marcy Huttas” and to edit 7.02 Marketing and Membership Coordinator” Rachel Rubinson” in budget to “intern/contractor”.
 - **Peter O’Brien made the motion. Alex Christianson 2nded the motion. All voted in favor. The motion unanimously passed.**

Public Way Committee Report & Motions - Jennifer Tremblay

Power Washing by Clean Slate was successfully completed the week of June 12th. A second power washing touch-up has already been approved by the commission for August.

Old Town Gardens was paid \$4,100 by OTMRA the first week of June for the tulip bulbs planted at 1225 in Fall of 2021. This service was not under an SSA contract and dates back to 2021, so the SSA was not permitted to pay for this service.

The Commission has explored Clean Slate’s unique After Dark Service. Evening Service between 5-10 both provides additional eyes on the street from trained personnel and supplemental litter abatement.

- **MOTION 10** to amend the Clean Slate contract to add on 3 months of After Dark Service (Thurs and Sun between 5-10 PM) at a cost of \$3,800 per month for a total of \$11,400 from Line item 2.08 litter

abatement.

- **Judy made the motion. Don Klugman 2nded the motion. All voted in favor. The motion unanimously passed.**
- **MOTION 11** to approve up to \$900 for up to 24 SSA branded vests for Clean Slate litter abatement and after dark service personnel and snow removal staff from 1.08 Marketing. Vendor TBD.
 - **Don Klugman made the motion. Alex Christenson seconded the motion. All voted in favor. The motion unanimously passed.**

The Commission has explored refurbishment & cleaning of the worn-looking black bike racks in the SSA.

- **MOTION 12** to approve up to \$2,700 for refurbishment of approximately 31 bike racks by Soberanis construction from line item 2.05 streetscaping
 - Note that the agenda for the meeting indicated that the motion would be “to approve \$2,700”, and the motion was revised at the meeting to approve “up to \$2,700)
 - **Peter O’Brien made the motion. Judy Erwin 2nded the motion. All voted in favor. The motion unanimously passed.**

Residential Committee Report - Mark Proesel

Economic Development Committee Report - Caroline Shoenberger

- Caroline proposes a possible twin city pairing with the Montmartre neighborhood in Paris through the Sister cities program. There are similarities between the communities. Montmartre is a cabaret area, both are artistic areas, both had significant fires. The cost of doing this would be minimal & it could help generate interest & publicity. It requires that a plaque be installed at a location TBD in Old Town. Caroline can get more information.

MOTION 12.5 (Motion added at the meeting) – Sister City program and plaque go-ahead.

- **Peter O’Brien made a motion to pursue this sister city initiative and to potentially fund a plaque at a cost not to exceed \$1000, placement & line item of funding to be determined. Judy Erwin 2nded the motion. All voted in favor. The motion unanimously passed.**

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

MOTION 13 to approve \$500 for 5SSA banner renewals displayed at the WSAF 2023 from line item 4.01 site marketing

- **Don Klugman made the motion. Peter O’Brien 2nded the motion. All voted in favor. The motion unanimously passed.**

MOTION 14 to approve \$1,295 for the SSA #48 full page in the 2023 Old Town Neighborhood Guide from line item 4.01 site marketing

- **Judy Erwin made the motion. Mark Prosel 2nded the motion. All voted in favor. The motion unanimously passed.**

MOTION 15 to pay \$368.75 in legal expense for expenses related to landscaping agreement with 1225 N Wells from new category 4.11 legal expense

- **Don Klugman made the motion. Judy Erwin 2nded the motion, All voted in favor. The motion unanimously passed.**

MOTION 16 to approve up to \$5,125 to fund attendance for up to 5 SSA 48 commissioners at the IDA conference in Chicago in Oct 2023 from 6.18 Commission Meetings and Training.

- Peter Noted that the full amount may not be needed depending on actual costs and number of commissioners that will attend (which is TBD)
- **Judy Erwin made the motion. Peter O'Brien seconded the motion. All voted in favor. The motion unanimously passed.**

MOTION 17 to approve the 2024 SSA 48 Work Plan & Budget of \$799,124 including Levy of \$579,167, loss collection, carryover, and late collections.

(Percentage change in this 2023 levy is 4.63% increase from the 2022 levy.)

- **Peter O'Brien made the motion. Judy Erwin seconded the motion, All voted in favor. The motion unanimously passed.**

MOTION 18 to approve OTMRA as the Sole Service Provider (SSP) for SSA #48 for 2024

- **Don Klugman made the motion. Peter O'Brien 2nded the motion. All voted in favor. The motion unanimously passed.**

8. New Business

MOTION 19 (Motion added at the meeting) - Peter O'Brien made a motion to approve the establishment of a search committee made up of equal members of non quorum of executive committee members of the SSA commission and OTMRA executive board for the purpose of vetting applicants for a program manager position for SSA #48, that will be hired by OMTRA. Judy Erwin seconded the motion. All voted in favor. The motion unanimously passed.

Peter O'Brien suggested that OTMRA explore other options for SSA meetings that provide more space and accessibility, while still allowing for hybrid meetings that include a remote option.

9. Adjournment

Peter O'Brien made a motion to adjourn at 6:49PM. Judy Erwin 2nded the motion. All voted in favor. The motion unanimously passed.

Next scheduled commission meeting – Wed October 11, 2023