



**SSA 48 Old Town –Commission Meeting Minutes
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

Meeting called to order 5:35pm

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 Christenson

Don Klugman

Bob Block

Roll call began at 5:36pm.

In person: Caroline Shoenberger, Bob Block, Jennifer Tremblay, Don Klugman, Mark Proesel, Peter O'Brien, Judy Erwin

Remote: Alex Christenson

Members of the Public:

Members of the public in-person: Pam Farley, Bob Friedman, Shamari Coleman, and Laurana Coleman, Ryan Story from B & B, Eric German.

Members of the public (remote): Ashley Giesheker, Brian Hicks (resident), Matt Doherty (resident), Amy Lemar (resident), Adam Silverstein (resident), Melissa from TSI.

QUORUM IS ESTABLISHED.

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**
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

Melissa from TSI makes a public comment:

TSI would like more information on the basis of snow removal selection.

Alex responds on pricing considerations.

4. Guest Presentation:

Guest Presentation by Ryan Story, B & B Maintenance

Guest Presentation by Eric German & Laurana Coleman, EG Security

Ryan presents the snow proposal from B & B Maintenance. Presents history of working with SSA #48.

EG Security presents - Laurana Coleman reviews typical hours, and review of feedback. Developing relationships with bar owners. Will be extending report writing. Peter asks a question about social media monitoring: Laurana responds with information about partnership with 18th district, as well as a social media team.

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

Motion to approve meetings/ Peter O'Brien makes the motion to approve.; Judy seconds motion. Motion passes unanimously.

6. Financial Report – Mark Proesel, Treasurer

2023 levy & budget

2023 levy = \$553,558 (2022 taxes)

2023 BUDGET = \$589,466

SSA bank balance as of 10/10/2023 = \$414,940.41

Income (Tax deposits) Jan 1 2023 - Oct 10, 2023

Total Income \$ 375,681.36

Second Tax Installment is due Dec 1.

Expecting to receive the rest of the levy (\$177,876.74) by EOY

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 2 is presented.

Mark makes motion to move, Judy seconds; vote passes unanimously.

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

Don makes motion to move, Mark seconds, all vote in favor. Motion passes unanimously.

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.

Motion is tabled. The Commission would like to see actual expenses after they are incurred.

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 5 (6:04):

Caroline makes motion to move, Judy seconds. All in favor, motion passes unanimously.

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.

(6:06): Mark makes motion to move, Don seconds. All in favor, motion passes unanimously.

Karen Kane with 18th District Police Council arrives as a member of the public.

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)

6:08- Caroline makes motion to move, Judy seconds, all in favor, motion passes unanimously.

Did not get completed due to no confirmation between SSP and Clean Slate

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.

Peter O'Brien notes feedback on bike lane width. Concerns noted.

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.

Judy makes motion to move, Alex seconds; all in favor, motion passes unanimously.

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

Peter makes motion to move, Mark seconds, all in favor. Vote passes unanimously.

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.

Motion made by Caroline, seconded by Judy; passes unanimously.

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 made by mark, seconded by Don, all in favor. passes unanimously.

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 is tabled for the time being, until actual expenses in November are determined.

Peter motions to table, Judy seconds, all in favor. Motion is tabled.

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.

Peter moves the motion, Mark seconds, all in favor. Motion passes unanimously.

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

Motion made by Mark, seconded by Judy, all in favor; motion passes unanimously.

8. New Business

No new business.

9. Adjournment

Motion to adjourn moved by Peter, seconded by Judy, meeting adjourned at 6:42pm.