

Old Town SSA #48 Commission Meeting  
January 17, 2010  
O'Briens Restaurant, 1528 N. Wells Street  
FINAL Minutes

**Present:**

Commissioners: John Flanagan, Linda Gits, Dean Lubbat, Peter O'Brien, Mark Proesel, Mary Quincannon, David Stone

**Staff:** John Blick

**Absent:**

Don Klugman, Gary Niemand

Chairman Peter O'Brien called the meeting to order at 5:45pm.

Mr. O'Brien introduced the draft minutes from the 10-18-2010 Commissioner meeting and asked if there was any discussion.

Mark Proesel moved that the draft minutes from October 18<sup>th</sup> meeting be approved.

Linda Gits seconded. All in favor, motion carries.

Mr. O'Brien introduced the Revenue Report for the SSA bank account. The report showed the itemized deposits into the account since November 23<sup>rd</sup>, 2010.

Mr. O'Brien discussed the importance of each committee having a meeting in the first quarter of 2011. Linda Gits presented her list of committee members and discussed how the committee was built from volunteers to recruitment especially in the younger members to tap into the social networking capabilities and encourage participation of diverse age groups over 21 but under 25.

A discussion on recruitment efforts followed.

It was mentioned that Mr. O'Brien is an ex-officio member of each committee and that office staff would be available to help schedule committee meetings. Additionally, the office is also available for meeting space.

Mr. O'Brien introduced a suggested procedure for authorizing payments for services contracted by OTMRA for the SSA. It was mentioned that the motion passed to reimburse OTMRA for district planning costs. The signature form included in the meeting documents is suggested as a method of checks and balances.

Method for Funds Dispersal:

- Funds approved by motion in SSA Commission Meeting and clearly reflected in the minutes.
- Payment authorization form filled in with vendor and amount, signed by SSA Commission Chair or Treasurer.
- Payment Authorization form signed by OTMRA signer (President, Treasurer, or Chairman)
- Check cut from proper account by OTMRA staff and signed by no fewer than two directors

It was noted that future authorization forms will list positions of acceptable signers from OTMRA as opposed to names.

John Flanagan moved to accept the signature authorization form as a method of checks and balances for authorization of release of SSA funds. Mark Proesel seconded. All in favor, motion carries. Mr. O'Brien mentioned the importance of not releasing funds until a system of checks and balances is in place.

Mr. O'Brien addressed the needs of the Public Way Committee, specifically street cleaning and snow removal. It was mentioned that Mr. Lubbat's committee will meet sometime in the coming month. It was suggested that snow removal be considered for late 2011 and that street cleaning could be started in summer 2011.

It was noted that all buildings need to be contacted regarding snow removal so they can alter their own contracts to receive the benefit of the SSA. Whatever is done for the neighborhood needs to be communicated by the Communications Committee. and vacant properties don't shovel and in heavy snow storms we are the additional help. The SSA is an additional service, not a replacement service.

We should communicate that we are offering additional help to their snow control efforts. This next week would be a good time to get that point across to residents.

Mr. Niemand and Ms. Gits submitted a document comparing the CPAs who submitted proposals in response to the RFP released in 2010. It was recommended that staff contact Ruzicka and Associates to request a contract from them to secure Auditing Services for 2010 Financials.

Linda shared that a spread sheet was created by Gary and submitted that showed the CPA proposals, their record of experience with non profit organizations. Linda noted that Mr. Ruzicka's extensive non-profit client list, plus his lowest cost estimate, combined with his personal working style and large office staff made that firm the clear choice.

Mr. Ruzicka confirmed that he would be the CPA doing the SSA's books onsite.

Mary Quincannon made a motion to approve Ruzicka and Associates for the 1<sup>st</sup> year auditing services with an added "not to exceed \$320" clause for the first year and a "not to exceed \$1,200" for the second year as long as the job adheres to the outlined proposal as estimated. David Stone seconded. All in favor, the motion carries.

Thanks were made to Mr. Niemand, Ms. Gits, and Mr. Blick for their efforts.

Mr. O'Brien asked if there was any further comment.

Ms. Quincannon mentioned a program she is excited about in East Lakeview. She will investigate further and bring information back about the neighborhood gift card program.

Mr. O'Brien shared that there is a committee among the OTMRA board that is examining the possibility of improving Burton Place and they may come to the SSA Commission to ask for assistance down the line. He also added that the public is always welcome at the

meetings and encourages the Communications Committee investigate a way to post in buildings because an informed participant is a productive participant.

Mary Quincannon moved that the meeting be adjourned. Dino Lubbat seconded. All in favor. Motion carries.

The meeting was adjourned at 6:40pm