

Old Town SSA #48 Commission Meeting  
October 18, 2010  
O'Briens Restaurant, 1528 N. Wells Street  
FINAL Minutes

**Present:**

Commissioners: John Flanagan, Linda Gits, Don Klugman, Dean Lubbat, Gary Niemand, Mark Proesel, Mary Quincannon, David Stone

**Staff:** John Blick

**Absent:**

Peter O'Brien

Vice-Chairman Dean Lubbat called the meeting to order at 5:37pm.

Mr. Lubbat mentioned Mr. O'Brien was unable to make the meeting and that he would be running the Commission meeting.

Mr. Lubbat mentioned that the minutes had been sent out by staff to the Commission and asked if there was any discussion of the minutes. There was no discussion. Gary Niemand moved that the draft minutes from the meeting on September 13<sup>th</sup> be approved. Mary Quincannon seconded.  
All in favor, motion carries.

Mr. Lubbat introduced the 2011 workplan and mentioned that staff and Mr. Niemand worked together to create the workplan and budget.  
Mr. Niemand guided the Commission through the budget, starting with schedule C. He noted the only expenditure set for 2010 is reimbursement to OTMRA for set-up costs because the funds will be available so late in the year.  
He mentioned that if there is the possibility of spending in a certain budget category, then that budget category must be funded – exact expenditure amounts can fluctuate within line items based on need; line items cannot be funded if they have been left empty in the previous year's budget planning.  
He added that it is evident that based on the first year's budget Public Way Aesthetics, Safety Programs will certainly need funding. Since there is going to be carry-over, it should be infused into capital projects.  
Mr. Niemand asked if there were any questions about the 2011 workplan and budget – are there any programs not funded that should be? There was a discussion about funding Parking, Transit, and Accessibility. It was mentioned this line item was discussed, but decided against for the upcoming workplan and budget.  
Don Klugman made a motion to approve the 2011 workplan and budget.  
Mark Proesel seconded the motion.  
All in favor, the motion carries.

Mr. Lubbat introduced the draft bylaws and mentioned that the City has reviewed and them and has no recommendations for change. The Commission proofed the changes

made to the bylaws at the meeting on 8/17/2010. They were consistent with the Commission's expectations. Gary Niemand made a motion to approve the final bylaws. Linda Gits seconded.

All in favor, the motion carries.

Mr. Lubbat introduced the Commission and Committee Structure sheet and mentioned that the goal is to get more people from outside of the Commission to be involved in the SSA Committees, particularly the Residential Committee. Conversation continued about the type of activities the various committees could undertake in the coming year. It was agreed that the committee chairs would take care of filling their committees before the meeting on January 17<sup>th</sup>, 2011. The Commission suggests an odd number amount of committee members around 11 would be suitable to accomplish the work of most committees.

Mr Lubbat mentioned that it was time for the office to start moving forward with plans to contract vendors to provide services to the SSA area. This involves following an RFP process. Mr. O'Brien suggested at the Executive committee meeting that the corporation council at City Hall is available to guide the process of making an RFP.

It was mentioned that we could also use RFPs from other agencies to help build our own. It was further mentioned that the Commission would be seeking the most comprehensive bid possible, not simply the least expensive.

Mr. Lubbat asked if there was full support in creating five RFPs for the following areas:

- CPA/Accountant
- Designers/Architects
- Snow Removal
- Street Cleaning (crews)
- Power Washing

All present Commissioners agreed the included services all required RFPs.

It was mentioned the area in front of Burton Place is a no-man's land as far as city services go and that it should be paid special attention to.

Mr. Stone mentioned he has extensive experience putting together RFPs and will be willing to help in the process.

Mr. Lubbat asked if there was any old business or new business to discuss.

David Stone made a motion to adjourn.

John Flanagan seconded.

All in Favor. The meeting was adjourned at 6:20pm.