

Rescheduled Meeting Friday, July 9<sup>th</sup>, 2021 1:00pm-2:00pm

Zoom Meeting:

<https://zoom.us/j/96342961720?pwd=MjcwOEVSdGN5SHJ2czlSOS93TTZSQ09>

Meeting ID: 963 4296 1720 | Password: 756900

Commissioners Present: David Israel, Joe Lombardo

Commissioners Absent: NA

Others in Attendance: Stan Razny (SSA Commissioner Candidate), Gina Caruso (Oak St Council/The Lord Companies, LLC)

Minutes

1. Welcome and Call to Order

- a. Caruso called meeting to order at 1:05pm.

2. Public Input Protocol

- a. Motion to approve the Public Input Protocol as written.

**Motion:** Israel                      **Second:** Lombardo

**VOTE:** Approve – ALL      **Motion Passes.**

3. Approval of Minutes

- a. On acceptance of minutes for the following meetings:

*Motion to accept June 1, 2021 minutes.*

**Motion:** Israel                      **Second:** Lombardo

**VOTE:** Approve – ALL      **Motion Passes.**

*Motion to accept June 3, 2021 minutes.*

**Motion:** Lombardo                  **Second:** Israel

**VOTE:** Approve – ALL      **Motion Passes.**

4. Approval of Oak St SSA Commission Bylaws

- a. Motion to approve the Oak St SSA Commission Bylaws dated 2/9/21.

**Motion:** Israel                      **Second:** Lombardo

**VOTE:** Approve – ALL      **Motion Passes.**

5. 2021 Budget and Financial Report

- a. Caruso reported that the Oak St SSA will receive its full 2021 levy amount less unpaid taxes on the second installment tax bills due sometime in August.
- b. No other financial report until funds start coming in.

6. 2022 Final Budget, Services & Service Provider Approval

- a. Motion to approve the 2022 Budget & Services dated 7/9/21.

**Motion:** Lombardo                  **Second:** Israel

**VOTE:** Approve – ALL      **Motion Passes.**

- b. *Motion to approve the Oak Street Council as the 2022 Sole Service Provider.*  
**Motion:** Lombardo      **Second:** Israel  
**VOTE:** Approve – ALL      **Motion Passes.**

**7. Bookkeeping Subcontract**

- a. *Motion to approve the Big Buzz Idea Group (BBIG) Bookkeeping subcontract provided BBIG increases the amount of liability and cap it at the amount of the BBIG professional liability amount.*  
**Motion:** Lombardo      **Second:** Israel  
**VOTE:** Approve – ALL      **Motion Passes.**

**8. Security Program Subcontract**

- a. Caruso reported progress with the Office of Emergency Management and Communications (OEMC) on identifying which poles have capacity for additional cameras. Next steps are to get a quote from Motorola, OEMC’s camera vendor, on the scope and cost of adding cameras and for Caruso to find out from the 18<sup>th</sup> Police District what type of camera would assist their efforts (either a surveillance camera or a License Plate Reader (LPR) camera).
- b. Caruso reported she is working on the Security Request for Proposals (RFP) and Lombardo reiterated this RFP is a priority to get completed. Caruso will circulate a draft RFP before the next meeting.

**9. Landscaping Program**

- a. The Commissioners are satisfied so far with the current scope of landscaping. Caruso reported an RFP for 2022 landscaping should be done before the end of the year.

**10. Holiday Decorations Program**

- a. Razny stated the bottom half of trees and poles were wrapped in white lights in the past, which looked nice and kept the cost down. The SSA now allows for other options for holiday decorations. Lombardo and Israel suggested getting a menu of options from holiday decoration firms to see what scope and pricing will be a good fit for the 2021-2022 holiday decoration season. Caruso to prepare an RFP.

**11. Future Oak St SSA Commission Meetings**

- a. Israel and Lombardo discussed options for start time and location for future SSA Commission meetings now that in person meetings will be required and discussed finding a convenient time and location to meet. Razny offered to host the meetings at his store. The Commissioners think that 9am is a better start time.

b. *Motion to change the 2012 SSA Commission Meeting Schedule to 9am-10am and to convene at Razny Jewelers, 109 E Oak St.*

**Motion:** Israel                      **Second:** Lombardo

**VOTE:** Approve – ALL      **Motion Passes.**

**12. New Business**

- a. The Oak Street Council and the Oak St SSA are in need of a dedicated web designer now that the SSA is in place. Caruso will prepare an RFP for the SSA portion of the web management. Services may also expand to include social media management.
- b. Israel and Lombardo discussed that they'd like to dedicate approx. 20 minutes of each SSA Commission meeting to bigger picture items and strategic plan-type discussions. Israel asked Caruso to prep a best practices of other SSAs and BIDs to give the SSA Commission an idea of what options there are for future programming.

**6. Adjournment**

*Motion to adjourn at 1:55pm*

**Motion:** Lombardo      **Second:** Israel

**VOTE:** Approve – All      **Motion:** Passes

**Minutes Submitted By:** Gina Caruso, SSA Program Manager

**Minutes Approved:** 8/10/21