

Regular Meeting Tuesday, August 10th, 2021 9:00am-10:00am

Zoom Meeting:

<https://zoom.us/j/96342961720?pwd=MicwOEVSdGN5SHJ2czlSOS93TTZSQTO9>

Meeting ID: 963 4296 1720 | Password: 756900

Commissioners Present: David Israel, Joe Lombardo, Stan Razny
Commissioners Absent: NA
Others in Attendance: Gina Caruso (Oak St Council/The Lord Companies, LLC),
Karen Forte, DPD

Minutes

1. **Welcome and Call to Order**

- a. Caruso called meeting to order at 9:05am.

2. **Public Input**

No public present.

3. **Approval of Minutes**

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

Motion to accept July 9, 2021 minutes.

Motion: Lombardo **Second:** Israel

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

4. **SSA Commission Executive Seats Appointment**

- a. *Motion to approve the following Seats: Stan Razny, Chair; Joe Lombardo, Vice-Chair/Secretary; David Israel, Treasurer*

Motion: Lombardo **Second:** Razny

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

5. **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 October.
- b. Caruso to prepare a list of SSA expenses and payment dates. Caruso will work with Razny to coordinate with the Oak St Council on payments using Oak St Council funds and/or a payment plan with vendors. A line of credit by the Oak St Council is not an option at this time.

6. **Website Management**

- a. Lombardo and Caruso reported on the proposal by Webappclouds for creating a new website and pay per click management. Lombardo and Caruso will have a follow up discussion with the vendor to revise the scope and to cost allocate out the share paid by the SSA and the share paid by the

Oak St Council for the services and will come back to the Commission with a revised proposal for review/approval.

7. Security Program

- 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. Caruso, Razny, Lombardo and an Bobby Lopez from the Oak St Council did a walkthrough of the SSA district and identified a mid-district location for exterior cameras on private property. They identified a possible camera system with a wire spanning the street that suspends a security camera. Caruso is investigating scope/pricing with Power Tech.
- b. Caruso reported the Security Request for Proposals (RFP) was issued and proposals are due August 18th. The scope may be amended from input by Ald. Reilly and the 18th Police District.

8. Landscaping Program

- a. **Tree Trimming:** Caruso reported that IGS Landscaping, the SSA contractor providing the landscaping services, priced out tree trimming at \$4,200 and reported that the City has a 311 system for requesting tree trimming, but it's not clear how long the wait is for the service. Forte suggested Caruso talk with the City's Bureau of Forestry on the City doing the pruning.
- b. **Tree Grate Leveling:** Per the SSA Commissioner's request, Caruso looked into scope/cost for leveling the tree grates. IGS is in the process of cost estimating. Forte suggested the Commission consider the litigation risks of maintaining the tree grates before doing any work on them. Caruso will discuss tree grate maintenance risks with other SSA Program Managers.

9. Holiday Decorations Program

- a. Per the request of Commissioners, Caruso got a bid from IGS for removing the existing holiday lights from the trees and poles in the SSA. The cost is \$7,800. Razny clarified that the holiday light removal scope is just for the lights on the branches and also does not include some of the light poles. Razny offered to schedule a walk through with the vendor next week to revise the scope.
- b. Caruso is working on the holiday decorations RFP.

10. Strategic Planning Discussion

- a. The Commission tabled discussion of this agenda item.

11. New Business

- a. Razny asked status of Eve Rogers' SSA Commission application. Caruso reported Eve stated she's unable to make the meeting times and is busy.

The Commission requested Caruso contact Eve to see what dates would work for her to meet and see if she is willing/able to be an SSA Commissioner.

12. Future Oak St SSA Commission Meetings

- a. Next Regular Meeting: Tuesday, September 14th, 2021 9:00am at Razny Jewelers, 109 E. Oak (or Zoom if the Open Meetings Act restriction on in-person meetings is extended by the Governor)

13. Adjournment

Motion to adjourn at 10:05am

Motion: Lombardo **Second:** Razny

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

Minutes Submitted By: Gina Caruso, SSA Program Manager

Minutes Approved: 8/23/21