

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

Present:

Commissioners: John Flanagan, Linda Gits, Don Klugman, Dean Lubbat, Gary Niemand, Peter O'Brien, Mark Proesel, David Stone

Staff: John Blick

Additional: Assistant Commissioner Gina Caruso, DCD; Kimberly Bares, PLACE Consulting, Joseph Milito, President OTMRA

Absent:

Commissioners: Mary Quincannon

Program Manager John Blick called the meeting to order at 5:40pm.

It was noted that a means to run the proceeding is necessary, therefore the first order of business will be to approve the draft bylaws. Gina Caruso of the DPD presented a new version to the Commission. The highlighted portion of Ms. Caruso's recommended bylaws shows the portions of the bylaws that can be changed based on the Commissions policy decisions.

Ms. Caruso walked the Commission through the different portions of the bylaws that are policy determinations for the Commission:

- Art. I – Mechanics
- Art. II – Commission
- Art. III – Officers
 - Sec. 6 – vacancies
- Art. IV – Meetings
 - Sec. 2 – Regular meetings
 - Sec. 2.01 – Public input
 - Sec. 3 – Notice
 - Sec. 4.0 Attendance
- Art. V – Committees

It was noted that per the Illinois Open Meeting Act, there are no proxy votes allowed and email voting is not valid.

It was noted that the Nominating Committee adopted a policy to find both owners and lessees for Commission nomination

Peter O'Brien made a motion to adopt the draft bylaws after correcting the typo in Article 3 regarding Commissioner terms and provided the bylaws are proofread by the City Department of Law.

Gary Niemand seconded the motion

The floor opened for discussion.

It was suggested that in Article III, Section 6.0 Vacancies, that a successor may be designated got any of the executive officer positions by a simple majority of Commissioners.

It was suggested that in Article IV, Section 3.0.1 Regular Meetings, that requested notice of meetings be sent 14 days in advance of the regularly scheduled meetings.

It was suggested that in Article IV, Section 2.0 Meetings that regular meetings of the Commission shall be held on a regular basis at such time and place as the Chairman shall designate should be changed to read, “at such time and place as the *Commission* shall designate.”

It was suggested that in Article IV, Section 2.0.2 Eligibility for Public Grievance, the statement should read, “Response *to* the written grievance.”

There was discussion about the rules for amending the bylaws. No decision was made.

Peter O’Brien amended his motion to include the changes in Article III, Section 6.0 Vacancies; Article IV, Section 3.0.1 Regular Meetings; Article IV, Section 2.0 Meetings; and Article IV, Section 2.0.2 Eligibility for Public Grievance.

The motion was seconded.

All in favor.

The motion carries.

Barney Flanagan proposed a slate of officers. The slate was placed in nomination.

The logic of the slate was discussed.

The slate of officers is as follows:

Peter O’Brien, Chair

Dino Lubbat, Vice Chair

Gary Niemand, Treasurer

Linda Gits, Secretary

Don Klugman made a motion to adopt and approve the slate of proposed officers.

The motion was seconded.

All in favor.

The motion carries.

Don Klugman made a motion to approve the minutes from the July 19th Commission meeting.

The motion was seconded.

All in favor.

The motion carries

It was mentioned that when the minutes are sent out, that it is best to send them out as a word attachment and in simple text.

There was a discussion about the schedule for the regular meetings of the Commission. It was suggested that most Commissions set quarterly regular meetings.

A motion was made that the Commission will meet on the third Monday of the first month of each quarter – January 17, April 18, July 18, and October 17.

The motion was seconded.

All in favor
The motion carries.

There was a discussion about the next meeting and scheduling a speaker from the City of Chicago Board of Ethics. It was mentioned that the next meeting should take place within the next three weeks. Linda made a motion that the next meeting would take place on September 13th.

The motion was seconded.
All in favor
The motion carries.

Don Klugman made a motion that the Commission meet on the third Monday of the final quarter of 2010; on Monday, October 18th.

The motion was seconded
All in favor
The motion Carries.

The meeting schedule for SSA #48 Old Town is as follows:

Monday, September 13th, 2010 5:30pm – 7:30pm
Monday October 18th, 2010 5:30pm – 7:30pm
Monday, January 17th, 2011 5:30pm – 7:30pm
Monday, April 18th, 2011 5:30pm – 7:30pm
Monday, July 18th, 2011 5:30pm – 7:30pm
Monday, October 17th, 2011 5:30pm – 7:30pm

It was mentioned that an audit needs to be done of the SSA every year regardless of money spent. Exhibit 9 of the contract suggests and RFP. It is suggested that the service provider can contact the ACPA, the City also has a vendor list.

The chairman asks that the record show that the Commission has moved from item 6 on the agenda to item 7. It is noted that John will schedule a visit from the ethics board for the meeting on September 13th. It is further noted that John will solicit proposals for an audit.

Review of Workplan and Budget

It is noted that there is no funding at this point. Unless the Commission elects to take out a tax anticipation loan, there may not be funds to accomplish tasks on the work plan. It is anticipated that the funds will be received in December. It was noted that if there are large capital projects that need to be completed, the carryover budget could be used for this on a one-time basis.

It was noted that at the very least, OTMRA will be reimbursed for the monies it spent to plan for and develop SSA #48 Old Town.

It is recommended that the executive committee come to the next meeting with recommendations for the 2010 & 2011 workplan and budget; something for the rest of the commission to respond to.

An SSA Fiscal Policies and Procedures program was discussed as well as the service provider/SSA relationship. It was mentioned that schedule A of the SSA budget is basically a bill from OTMRA to the SSA for personnel and non-personnel costs for administering the SSA.

Ms. Bares mentioned that Rogers Park's SSAs pay the service provider based off the cost allocation plan.

It was mentioned that if the Association needs to calibrate the compensation for staff based on time spent on SSA, it will be determined down the line.

The chair opened discussion on the topic of forming committees. It is his hope that the special talents of each Commissioner can be utilized on specific committees.

It was mentioned that the Commission should get the committee lists from similar SSAs. It was mentioned that non-Commissioners can be active at the committee level and that all Committee meetings are subject to the IL Open Meetings Act.

It was suggested that a regular executive committee schedule prior to general meetings should be kept. It was thought that the Wednesday or Thursday prior to the regular meeting would be a good time for this.

It was questioned how long Kimberly and Gina would be attending the meetings. It was thought one or both might attend the September 13th meeting, that being their final appearance.

It was mentioned that the committee structure for the Commission might want to mirror the items on which the SSA budget is focused. It is clarified that there is one standing committee at this time; the Executive Committee. It was mentioned that the executive committee is able to solicit ideas via email. All ideas are welcome.

O'Briens was thanked for hosting the meeting and providing food and beverage. OTMRA was thanked for their work up to this point.

Don made a motion to adjourn the meeting

The motion was seconded.

All in favor

The motion carries.

The meeting was adjourned at 7:30pm.