

**Uptown United  
SSA#34**

**November 20, 2006**

**Minutes**

Present: Tom Cameron, Eric Cheng, Joyce Dugan, Michelle Fire, Margaret Haywood, Peter Holsten, Tim Juliusson, Lynn Kardasz, Marty Kelly, Chip Long, Jennifer Martin, Steve Milford, Warren Preis, David Rettker, Ray Rickert, Kurt Solarte, Terry Tuohy

Also Present: Gina Caruso, Presenter  
Public: Carolyn Kessler

Public Comment: The first fifteen minutes of the meeting were set aside for public comments. There were no public comments.

Minutes Approved: Warren Preis moved to accept the minutes of the September 11, 2006 meeting, which was seconded by Tom Cameron. The motion passed unanimously.

Presenter: Gina Caruso, Deputy Commissioner from the DPD to Review of Roles of Commissioners and Requirements of the Commission

Ms. Caruso had David Rettker read Section 9 from the Ordinance which states the powers of commission are to a) recommend a tax rate; and b) recommend a sole service provider. Ms. Caruso further explains the rate and amount of the budget and she states the Commission should understand how many new tax dollars should be generated, specific to SSA #34 to cover that year's budget. The commission is an advisory body that selected Uptown United as the sole service provider. The sole service provider has the authority to determine the scope of service and hire the subcontractors to perform those services. The Commission cannot engage the services of a contractor without the sole service provider. Commissioners cannot write checks.

There should be no overlap between commissioners and the board of Uptown United. Ms. Caruso suggested that once a year, a commissioner attend a board meeting, or vice versa, in order to ensure communication and to create a liaison relationship with UU.

The Illinois Open Meetings Act defines open and closed meetings, regular and special, emergency meetings and so on. A meeting is subject to abiding by the Act when there is a majority of quorum present. Attendance can be through video or audio connection. Marty said that the conference room at Aon has conference call ability. A workgroup of four or fewer commissioners can occur without public notification. The template by-laws for the SSA that were provided at our formation were designed to be in compliance with the Open Meetings Act.

Minutes from public meetings must be available to the public within seven days of approval and then kept for ninety days. One way to make them available is to post them on our website. Ms. Caruso suggested that the meeting should be audio taped in addition to the paper minutes.

Notice of meetings must be posted forty eight hours in advance at the place the meeting will be held, the SSA office, and the Alderman's office. The annual schedule of meetings will be posted on the website and will be circulated through the Chambergram (the newsletter of Business Partners) and the Alderman's office.

The City indemnifies commissioners, but only covers the scope of work of the SSA. A commissioner who is functioning outside the scope of work is liable for his or her actions, with no protection from the City.

## 2. Re-vote on Previous Actions

Now that all the commissioners have been seated, there were several previous actions had to be re-voted to be official.

- A. Terry Touhy moved to accept the By-laws, which was seconded by Kurt Solarte and approved unanimously.
- B. Kurt Solarte moved to accept the Commission Board as listed below, which was seconded by Terry Tuohy and Warren Preis and accepted unanimously. Marty Kelly explained that the position of Vice-Chair will be discussed at the January meeting in Executive Session:
  - a. Chair Marty Kelly
  - b. Vice-Chair – Vacant until further notice
  - c. Treasurer David Rettker
  - d. Secretary Margaret Haywood
- C. Tom Cameron moved to accept Uptown United as sole service provider. Seconded by Terry Tuohy and approved unanimously.
- D. Warren Preis moved to accept the Budget and Work Plan for 2007. Seconded by Kurt Solarte and Terry Tuohy and approved unanimously.
- E. Terry Touhy moved to accept the snow removal contract with Olsen, Inc.. Seconded by Tom Cameron and was approved unanimously.
- F. Chip Long moved to accept the holiday decoration contract with Folgers Flag. Seconded by Warren Preis and approved unanimously.
- G. Terry Tuohy moved to accept the power wash contract with Pressure Washing Systems. Seconded by Dave Rettker and approved unanimously.

## 3. Selection of Regular meeting times and date

Marty Kelly moved that the commission meet every other month, on the 3<sup>rd</sup> Monday of the month at 3:30. The motion was passed unanimously. The January meeting will be

held one week later, due to Martin Luther King Day. Meetings will be held in the Personnel Conference Room at Aon Corporation. The following is the schedule for 2007:

January 22  
March 19  
May 21  
July 16  
September 17  
November 19

Gina reminded those present of two important dates. A financial audit for 2006 is due on May 1 and the Budget and Work Plan for 2008 are due on July 15.

#### 4. New Business

Lynn noted that the total cost for the holiday decorations contract was reduced because we had miscounted the number of poles to be decorated.

There were a number of suggestions about how to promote the achievements of the SSA, so a marketing workgroup was formed, including Terry Tuohy, Chip Long, Steve Milford and Marty Kelly.

Lynn reported that the Safety Fair and Walk was successful and that she has begun meeting with Block Clubs about starting walking clubs.

Gina invited everyone to the SSA convention in March.

Prepared by Margaret Haywood, Secretary