

**KEDZIE INDUSTRIAL TRACT SSA #7
MEETING OF SSA COMMISSIONERS**

Tuesday June 24, 2008
11:00 am.

Due to lack of a Quorum, meeting was rescheduled to:

Friday, June 27, 2008
11:30 am

Recycling Services
3301 W. 47th Place
Chicago, IL 60632

Minutes

Present: SSA Commissioners Mary Bochenek, Ted Geinosky (Chair), David O'Keefe, Dennis Masarik. KTIA Executive Director Leslie Jacobs.

- I. Call to Order: Meeting was called to order at 11:41 a.m.
- II. Approval of Minutes from April 29, 2008: Minutes were approved unanimously with no changes.
- III. Financial Report
Leslie Jacobs presented the June 2, 2008, financial report, stating that expenditures are on target within all categories except the Graffiti Prevention Program. Only one business has taken advantage of the program, and she knows of only one other business that might apply for funds before the end of the year. As a result, she predicts that at least 25,000 will be left unspent in the account when the program ends in December.
- IV. Approval of 2008 Mid-Year Performance Assessment
Leslie Jacobs presented the draft of the 2008 Mid-Year Performance Assessment.
Motion to approve the 2008 Mid-Year Performance Assessment as drafted was made by Dennis Masarik. The motion was seconded by Mary Bochenek and approved unanimously.
- V. Approval of 2009 Work Plan and Budget
Leslie Jacobs presented the 2009 Work Plan, explaining that the Kedzie Tract Industrial Association has reviewed the plan and recommends that the SSA Commission eliminate the Weed Prevention program, thus saving \$1200. The recommendation was discussed, but it was agreed that \$1200 was a small sum to pay to ensure that the Tract retained its tidy image.

Motion to approve the 2009 Work Plan as drafted was made by Dennis Masarik. The motion was seconded by Mary Bochenek and approved unanimously.

Leslie Jacobs presented the 2009 Budget, explaining that this is the same draft that was presented to the Commissioners at their last meeting except that \$25,000 in unspent Graffiti Prevention funds is being carried over to 2009, so \$25,000 less is being drawn from the City-held Fund 145 Surplus account.

Motion to approve the 2009 Budget as drafted was made by Dennis Masarik. The motion was seconded by David O'Keefe and approved unanimously.

It was noted that the Commission approved the 2009 Service Provider at an earlier meeting. (April 29, 2008)

VI. Approval of Policy and Procedures Manual

Leslie Jacobs explained that the City's auditors recommended that SSA #7 have a written Policies and Procedures Manual, so she drafted one based on a template received by the Chicago Department of Planning. This draft codifies policies and procedures that the SSA currently has in place, such as the requirement for two signatures on checks over \$2,000. Because the SSA will have a new Service Provider beginning January 2009, these Policies and Procedures will need to be updated then.

The Commission asked Leslie to draft the new manual before January so they can see it before the change takes place. Leslie said that she would try to do this and that the Commission will need to approve it before it goes into effect.

Motion to approve the Policy and Procedures Manual as drafted was made by Mary Bochenek. The motion was seconded by David O'Keefe and approved unanimously.

VII. Old Business

Leslie Jacobs talked to Jim Walsh at Emerald Security, who has a contract to provide security at the Aaronson Building. As far as Jim can determine, there are still no prospective buyers for this building.

Leslie Jacobs said that there are one or two more vacant positions on the Commission. With the dissolution of the Kedzie Tract Industrial Association, there is at least one KTIA Board Member who might be interested in becoming a Commissioner in 2009 – Mark Villegas of Eager Plastics. Leslie will follow-up with him before the next meeting and ask him to attend.

VIII. New Business – September meeting date needs to be changed. Leslie Jacobs will email the group to find out if Thursday, October 16 at 11:00 am will work for everyone.

IX. Adjournment: The meeting was adjourned at 12:34 pm.