

SSA #25 Meeting  
Tues, 2/15/2011  
Meeting Called to Order at 9:10 am  
Meeting Adjourned at 10:40 am

**In attendance:**

Mark Doyle, Dan Villarreal, Pascual Villarreal, Dan Arce, Elena Duran, Florentina Rico, Nilda Esparza, Alejandro Castro and Augie Sallas

**Absent:**

Mike Moreno, Salvador Pedroza, Ric Porrez, Alfredo Avila and Dr. Derrick Wallery

**January 18, 2011 Meeting Minutes:**

- Elena comments on the terms used in the minutes, can't be verbatim, it sounds too simple.
- The minutes should reflect discussions and motions.
- Pascual motions to approve minutes, Dan Arce seconds. All approve.

**2011 SSA #25 Commission Meeting Calendar:**

- To draw more public participation, meetings should be held in the evening once a quarter from 6-8pm.
- March 15<sup>th</sup>, June 21<sup>st</sup> and September 20<sup>th</sup> meetings will be held from 6-8pm.
- Combine December meetings for December 6<sup>th</sup>, Commission Meeting from 6:00-6:30pm followed by the Annual Meeting from 6:30-8:00pm.
- Dan Villarreal motions to approve the calendar, Elena seconds. All approve.

**Commissioner Attendance:**

- According to the bylaws, if commissioner misses three meetings that person should be asked to resign allowing for someone that can be productive and give input.
- The problem would be if we need quorum and one of the consistent five can't attend.
- The board of directors of the Chamber makes the selection for the Commissioners, the request goes through the Chamber.

**2010 Full Year Performance Assessment:**

- Everyone has had a chance to review.
- Elena motions to approve, Pascual seconds. All approve.

**2010 SSA #25 Audit Update:**

- This is the second day of the audit, the auditors submitted a request list last week:
  - Bank statements for December 31, 2010
  - Bank reconciliations (all accounts) for December 31, 2010
  - Bank statements for 2011
  - Accounts payable aging for December 31, 2010
  - Budget for Grant
  - Expenditures for Grant (budget vs. actual)
  - By-laws of organization
  - Board minutes for 2010
  - Listing of officers as of December 31, 2010
- All information submitted by email last week Friday, everything is going well.

**SSA #25 Bank Account Review:**

- The 2011 budget hasn't been put into the system to look at budget vs. actual. We are waiting on the rescheduled meeting with the City on March 1<sup>st</sup> and final budget approval.

- 2011 check signers are: Alejandro Castro, Teresita Marsal Avila, Mark Doyle, Jason Roberts and John Rosales, only two signers have changed.
- Falcon Auto Shop check has been voided because there was no vandalism to their property, the check was shredded when received. Need to follow process for Graffiti Rebate Program.
- The \$44,188.88 payment to the Chamber is to cover service provider fees since July, office rent and supplies.

### **Budget Concerns:**

- The service provider was getting paid approximately \$6,000 monthly in 2010. It should be less in 2011 by eliminating the 20hr/week that was previously proposed by the service provider and approved by the commission.
- All questions to be submitted to Mark to be addressed at the March meeting with the City.
- 2012 drafts of work plan and budget are due on April 15<sup>th</sup>
- Meeting set for **March 8<sup>th</sup>, 10am at LVCC** to review prior work plans and budgets and discuss 2012.

### **Old Business**

- Meter discounts: Nilda has tried contacting LAZ and hasn't been able to get a hold of them. In looking at other Chambers and SSA program, Florentina came across the Lakeview East site and their gift card program which includes meter discount. Have reached out to their Executive Director have had to reschedule.
  - Elena is to contact the Greek Town Chamber to ask how they handle their parking.
- Special Events Sponsorship: The Little Village Film Festival has been contacted via phone and email asking them to submit their proposal but have not heard back.
  - Suggested photo shoots during Christmas
- Holiday Decorations: Have contacted Chicago Event Graphics to provide samples and refabricating the snow man by the end of February. Before moving forward CEG will let us know if there would be any cost incurred.
  - LVCC to look into the new street lighting on 18<sup>th</sup> street.
  - Look into getting live evergreen wreaths
  - Look at solar and windmills to power decorations
  - Elena is to look into working with the Chamber in Tonalá, Guadalajara to provide a large piñata at the arch.
- Revised Landscaping RFP: Has been reissued, due Feb. 25<sup>th</sup>. Have received one submittal, waiting on two prior submittals. LVCC has contacted other SSA landscaping vendors, have contacted local landscapers from Google local search and HACIA.
  - LVCC is visiting Cleanslate's facility.
  - LVCC is working on building a vendor database, Little Village Environmental Justice Group is furnishing with Landscapers.
- Arch update: Alejandro reports from last Chamber meeting, the \$50,000 is a reimbursement grant of which \$12,500 was given upfront. The chamber is legally obligated to use on arch improvements. Current extension ends June 11, 2011. Once \$37,500 is spent then we can get state reimbursement. Still looking into who owns the arch, assuming it's the City of Chicago, LVCC to contact the Department of Transportation for permit or permission to perform work. Thank you letter being issued to Martin Sandoval. Alejandro will be contacting Ald. Cardenas about liability issues. Alfredo and Florentina will meet to determine scope of work, need to meet before March 3<sup>rd</sup> to report back to the board. Have received a bid for architectural work and an offer for pro bono cost engineering. The Chamber will spearhead, once

the scope is determined, perhaps the SSA can chip in once we have gone through the first \$50,000.

### **New Business**

- Meeting with Streets and Sanitation: Setting up meeting for this week with Cesar Nunez and Rocco Markese to finalize the Sidewalk Cleaning RFP.
  - Look into providing trash pick-up all year round
- Expressway signage (i.e. Pulaski, Kedzie exits)
  - Nilda is to reach out to Martin Sandoval
- Deadlines for submittals to the City:
  - LVCC to forward Checklist and Calendar of submittals to Commissioners

### **Community and Public Input**

- Augie Sallas has requested copies of what was given to the Commissioners.
  - The meeting minutes and approved calendar will be on the website
  - Pascual suggests Mr. Sallas submit a letter with his requests to be brought to the city and asked what can be distributed.
- Mr. Sallas, in the past has had three recommendations for the Commissioners consideration; evening meetings, notifying community non-profits of meetings and notifying churches of meetings.
  - We are working on it
- Property owners are taxed not business owners
- Owners are paying additional real estate tax, we should make sure that the money goes back into the community so that there's a return value which hopefully shows when getting a loan or selling property.

Elena motions to adjourn, Dan Villarreal seconds. All in favor. Meeting adjourned.