

West Town Chicago Chamber of Commerce
West Town Special Service Area (SSA) Commissioner Meeting
Thursday, June 4, 2020 at 11:00 a.m.
Remote Meeting via Zoom
1819 W Chicago Ave., Chicago, IL 60622

Minutes

Present: Commissioners: Michael VanDam (Chair), Jenny Rossignuolo (Treasurer), Nora McCarthy, Sara Dulkan, Adam Williams, Candice Cusic

Executive Director – Kara Salgado

SSA Program Director – Kace Wakem

Membership Director – Sara Bemer

Public Forum / Guests: Pauline Dengler (Cook County State’s Attorney’s Office)

Not Present: Chris Hunt (Vice-Chair), Steven Tobiason (Secretary).

- **Call to Order:** Michael VanDam called the meeting to order at 11:07 a.m.

- **Minutes from SSA Commission Meeting on May 7, 2020**
 - *Nora McCarthy motioned to approve 5/7/20 Meeting Minutes. Adam Williams seconded this motion and it was approved unanimously.

- **Pauline Dengler, Community Liaison, Cook County State’s Attorney’s Office:**
 - Checking in with how businesses are doing
 - Promoted upcoming webinars (gun safety, COVID scams, etc)

- **2021 Budget:** Will need to be reviewed next week. Set Zoom meeting date and time
 - Kace requested an extension with the City and they said it was ok
 - Kace suggested that the SSA COMmission have a special budget meeting on Friday, 6/12 at 11am
 - Budget Review meeting approved

***Jenny Rossignuolo motioned to approve the 6/12/20 2021 Budget Meeting. Nora McCarthy seconded this motion and it was approved unanimously.**

- **Financial Report & Budget:**
 - 2020 P&L, Balance Sheet & Year to Date Budget Statements distributed and reviewed.
 - Carry-over is lower than anticipated, new placement recommendations were made.
 - Anticipated 30% loss with 2nd wave of tax deposits, potential \$200k loss to budget. Kace suggested some potential line items to cut based on potential loss. Nothing official.
 - Move \$5,689 from facade rebate to emergency board up grant

***Jenny Rossignuolo motioned to approve the budget movement. Adam Williams seconded this motion and it was approved unanimously.**

- Carry-over & Budget Approval

***Candice Cusic motioned to approve 2020 Carry-over placement. Adam Williams seconded this motion and it was approved unanimously.**

- 2021 Budget - will present draft to be reviewed and approved at next week's meeting.

➤ **Rebate / Grant Program Updates:**

➤ **COVID-19 Related Programming, Grants & Partnerships update:**

- West Town Bingo (\$500 in gift cards from SSA, \$500 from WTCC) - Businesses signed up and we put them into a lottery to pick which businesses to purchase from. We are now purchasing gift cards and distributing to winners. May have cards left over to be used on other promotions in the district.
- Virtual Festivals tied in with small business retail and restaurant promotions
 - West Fest:
 - Will model virtual festival after Do-Division, make tweaks after festival is over for improvements.

***Jenny Rossignuolo motioned to approve \$3,000 for West Fest Special Events Sponsorship. Sara Dulkan seconded this motion and it was approved unanimously.**

- West Town Window Shop
 - Did not move forward due to conflicting timing
- Save Local Businesses, photos by Candice Cusic - Candice to update. Program being shared on WTC social media. Will make video for virtual festivals.
- **COVID-19 Possible Grants:**
- Website & Online Marketplace Upgrade Grant - ie, Website and Online Purchasing Program set up to help with new expenses. Criteria includes 75% of costs, maximum up to \$1,000, business with no more than 25 employees.
 - The Commission discussed and reviewed the grant application, added due date 6/26/20.
 - Move \$8,500 from public art to website & online marketplace upgrade grant

***Jenny Rossignuolo motioned to approve Website & Online Marketplace Upgrade Grant Application & \$8,500 movement of funds. Candice Cusic seconded this motion and it was approved unanimously.**

- Emergency Board-Up Grant Application - ie, grant set up to help with the costs of board up after business sustained damage during civil unrest. Criteria includes 100% costs, maximum up to \$1,000, business with no more than 25 employees.
 - Funding of \$8,500
 - Due date of 6/26/20

***Nora McCarthy motioned to approve Emergency Board-Up Grant Application & \$8,500 Funding. Jenny Rossignuolo seconded this motion and it was approved unanimously.**

- Sidewalk Cafes/ Patio Permits with street closure:

- Roots / West Town Bakery / Homestead on the Roof - Winchester Ave, requesting closure support letter
- Windy City Cafe - May Street, interested in closure.

➤ **Facade Rebate Applications:**

- *1112 N. Ashland Ave*, Property Owner, Zygmunt Dyrkacz - Facade upgrade on building, requesting \$1,850 rebate - **VOTE**

***Michael VanDam motioned to approve \$1,850 for 1112 N. Ashland Ave Facade Rebate Project. Jenny Rossignuolo seconded this motion and it was approved unanimously.**

- *1948 W. Chicago Ave*, Tarnish - In Process
- *1431 W. Chicago Ave*, Residence / Candice Cusic Photography Location – In Process.
- *1721 W. Chicago Ave*, Ice Cream Shoppe – In Process.
- *689 N. Milwaukee Ave*, Condo Association – In Process.
- *2135 W. Chicago Ave*, Residence / Building owner – In Process.
- *1819 - 1821 W. Chicago Ave*, West Town Chamber of Commerce – In Process.
- *745 N. Damen Ave*, Sprout Home – In Process.

➤ **Security Rebate Applications:**

- *1721 W. Chicago Ave*, Ice Cream Shoppe – In process.
- *1949 W. Chicago Ave*, 3 Story Mixed Use Building – In Process

➤ **Public Art Grant Applications:**

- Public Art Map Project: Need to Review draft. Tabled.
- City Mural Registry Program: Will install Decals on murals TBD
- Clear Coating Quote for Anthony Lewellen & Ouizi Mural - Review - **Tabled**
- *Artist: Mara Baker* – In Process. Installation currently installed in Pop-Up Space.
- *2135 W. Chicago Ave. Artist: JB Snyder* – In Process.
- *1749 W. Chicago Ave. Artist: Cody Hudson* –In Process.

➤ **Marketing / Beautification / Safety / Other:**

- **West Town Pop-Up Project:** No new updates from last month.
- **Landscaping:** Waiting for pear tree removal on Damen to be scheduled. Waiting to hear on spring mulching service. Weeding service has begun. Trees are also being serviced.
- **Street Cleaning:** no updates.
- **Banners & Holiday Decorations:** Banner renewals postponed o 2021
- **Discover West Town Mobile App:** Tabled till new website is revealed.
- **Master Plan:** Waiting to hear back from CDOT about moving project forward in 2021, although it may be postponed now due to the COVID-19 pandemic.
- **Neighborhood Updates:**
 - West Town Neighborhood Guide distribution has been scheduled for next week, mid-week.
 - 6/23/20 – West Town Webinar: Sell Digitally - How to Maximize Your Businesses' Online Presence During COVID-19 – 2 - 3:30pm via Zoom
 - 6/23/20 – Member Mixer at Soundscape Studios – 6pm - 8pm (possibility of being canceled or postponed)

- 6/26/20 - 6/27/20 – Virtual Do-Division Street Fest – was rescheduled due to current civil unrest. Rescheduled festival promotion dates are 6/24/20 - 7/1/20 for all specials at restaurants and retailers.

➤ **Old Business:**

➤ **New Business:**

➤ **Public Forum:**

➤ **Adjournment:**

Nora McCarthy motioned to adjourn the meeting at 1:34 pm. Jenny Rossignuolo seconded this motion at it was approved unanimously.

*****Next SSA Commission Meeting Date: Thursday, July 9, 2020 at 11am via zoom.*****