

**West Town Chicago Chamber of Commerce**  
West Town Special Service Area (SSA) Commissioner Meeting  
Thursday, April 2, 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 11:02 a.m.
- **Minutes from SSA Commission Meeting on March 5, 2020**
  - \*Sara Dulkan motioned to approve 3/5/20 Meeting Minutes. Nora McCarthy seconded this motion and it was approved unanimously.
- **Schedule Special Audit Review Meeting**
  - Thursday, April 16 at 11am chosen
  - \*Michael VanDam motioned to approve the special audit meeting date. Jenny Rossignuolo seconded this motion and it was approved unanimously.
- **Financial Report & Budget:**
  - 2019 YTD Statement distributed and reviewed.
    - Included Bartlett Tree Experts tree trimming invoice for 2019 services completed in 2020 for \$17,280. This will be put into the 2019 budget with a journal entry and be reflected in the 2019 audit.
    - Budget Transfer of \$7,549 from 7.0 to 6.0
  - \*Nora McCarthy motioned to approve \$7,549 2019 budget movement. Jenny Rossignuolo seconded this motion and it was approved unanimously.
    - Budget Transfer of \$32,359 from 2.0 to 1.0
  - \*Michael VanDam motioned to approve \$32,359 2019 budget movement. Candice Cusic seconded this motion and it was approved unanimously.
- 2020 P&L Statement and Balance Sheet distributed and reviewed.
- \*Adam Williams motioned to approve 2020 Financial Statements. Candice Cusic seconded this motion and it was approved unanimously.
- **Contracts:**
  - Cleanslate – Discussed the removal of the garbage cans, regaining service, power washing the cans and the viaduct, and possibly painting the cans. Power-washing

the mural project postponed until crew starts back up, tentative start date of April 8<sup>th</sup>. SSA Commission decides to not pain the garbage cans in 2020.

- Chicago Event Graphics – Discussed banner removal on Ashland and Milwaukee Avenues. Discussed banner re-print project, reviewed quote for new banners (\$31,462) and new hardware (\$31,500). SSA Commission decides to postpone banner project. Remove banners as they degrade for now. Will re-direct budgeted funds towards other COVID-19 direct business support programs.

➤ **Rebate / Grant Updates:**

➤ **West Town Pop-Up Project:**

Space is finished, minor projects to take place at this point. Application and lease to be worked out at a future date. Recommended starter grant to cover cost of program - \$12,000 Total (Rent: \$7,326, Bills: \$1,200, Start-up costs: \$3,474). Possible construction costs to be submitted in May.

**\*Michael VanDam motioned to approve \$12,000 grant for the West Town Pop-Up Project. Nora McCarthy seconded this motion and it was approved unanimously.**

➤ **West Town SSA Resiliency & Recovery Grant:**

Discussed ideas, review grant spreadsheets listing remaining funding for the year. SSA Commissioners decided to table discussions till after the SSA Audit was presented on 4/16/20.

➤ **Façade Rebate Applications:**

- *1431 W. Chicago Ave, Residence / Candice Cusic Photography Location* – In Process.
- *1721 W. Chicago Ave, Ice Cream Shoppe* – Updated General Contractor quote submitted along with a quote for a patio mural that includes branding elements. Reimbursement would be increased to \$15,000 for project.

**\*Michael VanDam motioned to approve \$15,000 grant for 1721 W. Chicago Ave. Adam Williams seconded this motion and it was approved unanimously**

- *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. Repair quote for project discussed and new signage design reviewed. Will be cleaning façade this month, waiting for final signage approval, then will be moving forward with contract after façade is repaired.
- *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:** TBD on decal installation project. Was planning on the summer.

- Public Art Map Project: Need to Review draft. Tabled.

- *Artist:* Mara Baker – In Process. Looking for new storefront. Possibly host in Pop-Up Project space, but due to Shelter in Place order, Artist holding off. Will re-connect with artist first week of May.
- 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:** Committee meeting was March 4<sup>th</sup>. Application and program information documents being finalized. Lease needs to be created. Ribbon cutting goal of mid April and tenant goal of May 1<sup>st</sup> postponed until further notice. Continuing with façade project and signage project in the interim.
- **Landscaping:** Waiting for pear tree removal on Damen to be scheduled.
- **Street Cleaning:** no updates.
- **Banners & Holiday Decorations:** Reviewed above
- **Discover West Town Mobile App:** Tabled. Will discuss update plans for website at May meeting.
- **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 postponed till May.
  - 4/2/20 – Do-Division Street Fest Business / Vendor Meeting – 3-4pm POSTPONED
  - 4/9/20 – West Town Chamber Board Meeting – 10am via Zoom – Will discuss summer festivals at meeting
  - 4/16/20 – Late Night on Chicago Ave – 6pm – 9pm - POSTPONED
  - 4/23/20 – Member Mixer at Polish Roman Catholic Union of America – 6pm – 8pm – POSTPONED
  - 4/30/20 – Styling Lap & Professional headshots at Chicago Ave Salon – 9:30am – 11:30am – POSTPONED
  - Creation of new shop local marketing programs, ie: currently working on West Town Shop Local BINGO card. Request: WTCC to purchase \$500 in gift cards to local businesses in SSA for people to win who submit completed BINGO cards. Still working out details of program – Chamber to possibly purchase \$500 in cards as well.

**\*Michael VanDam motioned to approve \$500 for gift cards for bingo card winners. Jenny Rossignuolo seconded this motion and it was approved unanimously**

- Discussion of Window shopping idea from Nora. Will work out with Zapwater. #WestTownWindowshop.

➤ **Old Business:**

➤ **New Business:**

➤ **Public Forum:**

➤ **Adjournment:**

**Jenny Rossignuolo moved to adjourn meeting at 12:34pm. Michael VanDam seconded this motion at it was approved unanimously.**

\*\*\*Next SSA Commission Meeting Date: Thursday, April 16th, 2020 at 11am for special audit meeting and to discuss research on COVID-19 grant programs. Next monthly meeting is May 7, 2020 at 11am. Both meetings via zoom.\*\*\*